



I L L I N O I S

---

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

---

## PRODUCTION NOTE

University of Illinois at  
Urbana-Champaign Library  
Large-scale Digitization Project, 2007.

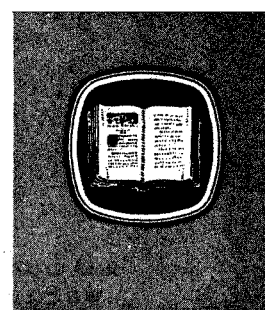


# University of Illinois Library School

## OCCASIONAL PAPERS

Number 58

March 1960



### THE LITERATURE OF LIBRARY TECHNICAL SERVICES

A Survey of the Publications in the Fields of Interest of the Resources and Technical Services Division Made by the Division's Publications Committee with the Aid of Several Specialists

#### Table of Contents

Introduction . . . . .	1
The Literature of Technical Services . . . . .	2
by Helen Welch	
The Literature of Acquisitions . . . . .	7
by David Kaser	
The Literature of Cataloging and Classification. . . . .	13
by Kenneth W. Soderland	
The Literature of Serials . . . . .	20
by Robert R. Holmes	
The Literature of Document Reproduction . . . . .	25
by Allen B. Veaner	
The Literature of Interlibrary Cooperation in Technical Services . . . . .	37
by Margaret D. Uridge	
The Literature of Library Resources . . . . .	42
by William Vernon Jackson	

The present bibliographic essay offers an evaluation of the literature of library technical services. It is divided into parts on the basis of the major areas of interest of the Resources and Technical Services Division of the American Library Association. Each section is made up of an evaluative discussion of the best publications available for various purposes in the area of interest it covers and a consideration of lacunae. It is selective, not inclusive. Some titles appear in more than one part of the survey, but the emphasis and use differ.

The survey started out to be a useful tool for the Committee to use in assessing the value of and need for manuscripts referred to the Committee for its opinion and in encouraging the production of publications in areas which

were not already adequately covered. The Committee hopes that other uses will be found for it--by students, by teachers, and by practicing librarians.

The survey is the work of several hands and is not, therefore, homogeneous. It was soon found that a single structure was not practical for all of the sections. The form of each part has grown out of the special characteristics of its subject.

The writing of the survey was suggested by the Publications Committee of 1957-58, the members of which were Joseph S. Allen, Reverend Andrew L. Bouwhuis, Robert R. Holmes, Esther J. Piercy, Jeanne Rose, and Helen M. Welch, chairman. The same members made up the 1958-59 Committee, with the single exception of Allen, who was replaced by David Kaser. This Committee planned the survey and made preliminary drafts of its parts. It remained for the 1959-60 Committee, made up of Olivia Faulkner, Kaser, Miss Piercy, Constance Rinehart, Kenneth W. Soderland, Joseph H. Treyz, and Miss Welch, to complete it and see it published.

In addition to non-Committee members who wrote sections of this survey--William V. Jackson, Margaret D. Uridge, and Allen B. Veaner--a number of other experts read first drafts of the sections and made suggestions as follows: for Technical Services, Frances B. Jenkins; for Acquisitions, James E. Skipper; for Cataloging and Classification, Ruth French Strout; for Document Reproduction, David C. Weber; and for Serials, Stephen W. Ford. To all of these, the writers and advisers, the Committee gratefully acknowledges its debt.

### The Literature of Technical Services

by Helen M. Welch

Acquisition Librarian, University of Illinois

Although the various technical services are as old as libraries, the grouping of them under divisional responsibility is a recent development. A. M. McAnally in "Organization of College and University Libraries" (Library Trends, 1:20-36, July 1952) gives a brief history of the first years of this development, pointing out that Donald Coney mentioned the emergent trend in this direction as early as 1938. In the year when McAnally's article appeared, the Committee on Administration of the Division of Cataloging and Classification was beginning a study of technical service practices then current in large American libraries. A questionnaire was sent to members of the Association of Research Libraries and to eight large public libraries, and findings were reported in an article edited by Bella E. Shachtman, "Technical Services: Policy, Organization, and Coordination" (Journal of

c  
IZL 256  
no. 58  
cop. 2

Cataloging and Classification, 11:59-114, April 1955). This study marked the coming of age of the technical services division, the acceptance of its maturity as a common phenomenon in library organization and its need for careful examination.

The rationale for this development is offered by E. B. Colburn in "The Value to the Modern Library of a Technical Services Department" (College and Research Libraries, 11:47-53, January 1950). He lists the principal objectives of a technical services division and suggests means for attaining them. Suggestive also are "The Administrator Looks at Technical Processing," by N. L. Kilpatrick (Library Resources and Technical Services, 1:198-200, Fall 1957) and "The Technical Services Division in Libraries: a Symposium" (College and Research Libraries, 10:46-68, January 1949). The latter is made up of six papers given at the Atlantic City Conference in 1948, which are essentially case studies of technical service operations in various types of libraries.

In 1954 a serious lack in technical services documentation was filled with the first textbook devoted exclusively to the field, Technical Services in Libraries, by M. F. Tauber (Columbia University Press). It is an excellent treatment of the subject, designed specifically for the library school student. The same author's "Some Problems of Technical Services in Special Libraries" (Special Libraries, 49:241-246, July-August 1958) supplements his textbook, as he considers developments which came after the book's publication. In spite of the title of the article, the material presented applies as well to all libraries.

The organization and administration of the technical service functions in libraries are problems in management. Concerned as technical services are with procurement and arrangement of materials, dealing less with patrons and more with processing, less with the teaching function and more with staff production, they lend themselves more readily than do the reader services to concern with efficiency of operation and with scientific management.

An excellent introduction to or review of administration and management in libraries can be gained from the following two issues of Library Trends: "Current Trends in Library Administration," edited by E. J. Reece (January 1959), and "Scientific Management in Libraries," edited by R. R. Shaw (January 1954). These two issues deal with the current status of the subjects stated in their respective titles, and, in addition, give some immediate past history, sketch the background of borrowings from business and industry, discuss the theoretical bases of today's practices, and suggest some signposts for the future. Shaw's introductory statement (p. 360) is encouraging to the novice in scientific management: "Stated in its most fundamental terms, scientific management is really little more than organized common sense."

There are numbers of treatments in library literature dealing with administration on this level of simplicity and common sense which are useful for both the student and the beginning practitioner. An early one which is still pertinent is Coney's "The Administration of Technical Processes" (Current Issues in Library Administration, edited by C. B. Joeckel, University of Chicago Press, 1939, pp. 163-180), in which he gives an introductory treatment of technical processes administration. Articles by Shaw, W. S. Frieze, and J. L. Wheeler give readily understandable directions for increasing efficiency. Shaw's "Scientific Management in the Library" (Wilson Library Bulletin, 21:349-352+, January 1947) gives a brief and clear listing of methods used to determine the best work routines and work loads in libraries. Frieze, in "The Administrator Looks at Technical Processing: The Public Library" (Library Resources and Technical Services, 1:203-206, Fall 1957), lists ten questions which come to his mind when he looks at technical services and shows by examples how answering the questions can lead to increased production with no increase in staff. Wheeler's "Streamlining 'Technical Processes' in Small Libraries" (Wilson Library Bulletin, 28:422-424, January 1954) points out in detail what needs to be studied to get processing done more quickly and cheaply, and is particularly useful in the small library. An excellent introduction to the subject of costs is presented by R. A. Miller in "Costs of Technical Operations" (The Acquisition and Cataloging of Books, edited by W. M. Randall, University of Chicago Press, 1940, pp. 220-238).

For the more sophisticated student of library management, Paul Howard's "The Functions of Library Management" (Library Quarterly, 10:313-349, July 1940) can be recommended. In addition to a brief history of the subject, this treatment gives a survey of the seven functions of management as applied to library work. Also recommended is the series of three papers by Tauber, T. D. Morris, and R. E. Kingery presented at the Thirty-ninth Conference of Eastern College Librarians in 1953 and printed in the April 1954 issue of College and Research Libraries (15:188-204). Tauber's "Surveys by Librarians" is a general discussion of what results can be expected from surveys, giving a number of examples of what happened in specific libraries as a result of surveys made by librarians. Morris, a member of the firm of management engineers, Cresap, McCormick and Paget of New York, the firm responsible for the 1951 survey of the preparation procedures of the New York Public Library Reference Department, explains to librarians what they can expect from a management consultant in his "Management Consultant in the Library." Since the management study of the New York Public Library was made specifically of the Preparation Division, Kingery's third article of the series, "What Happens When the Management Engineers Leave?" is very much technical-process in point of view as he relates the New York Public Library experience in applying the recommendations made by the study and offers some words of wisdom on the appli-

cation of recommendations. Another survey which repays study, this one made jointly by librarians and efficiency experts, is the Organization, Administration, and Management of the Los Angeles Public Library, authored by the Los Angeles Bureau of Budget and Efficiency and published during 1948-51. Volume VII deals with "Technical Services," and gives a thorough account of the responsibilities and operations of the order, catalog, circulation, and bindery departments, concluding with a list of seventy recommendations for changes.

The classic pattern of organization places acquisitions, cataloging, photographic reproduction, serials, and binding in the technical services division. Suggested deviations from this pattern not only give us new approaches to think about, but also may give a better understanding of the accepted way of doing things. R. C. Swank's "The Catalog Department in the Library Organization" (Library Quarterly, 18:24-32, January 1948) opposes the trend toward associating cataloging with acquisition work in a technical services division. Alex Ladenson's "Acquisition and Preparation Departments" in a later issue of the same journal (18:200-205, July 1948) answers Swank. More recently, Hanna E. Krueger has described briefly the smooth-working, fully-integrated technical and reader services in the State College of Washington Library in "Acquisition and Cataloging, an Integral Part of Reader Services" (PNLA Quarterly, 22:38-39, October 1957). Kathryn R. Renfro's "Cataloging in the Divisional Library" (College and Research Libraries, 15:154-157, April 1954) tells of the University of Nebraska Library's extension of a subject divisional plan into the technical services, whereby subject specialists employed in the divisional reading rooms devote half time to cataloging and classifying books in their areas.

Two excellent articles can be cited in the special area of work measurement. Elaine Woodruff's "Work Measurement Applied to Libraries," (Special Libraries, 48:139-144, April 1957) defines work measurement in terms of library work, gives examples of a number of areas of uses, and outlines steps in setting up a work measurement program. With its emphasis on the common-sense approach, Mrs. Woodruff's treatment is excellent on a practical level either for the student or the practitioner. Morris explains the techniques of developing greater administrative competence with relevant examples in "Techniques of Appraising the Administrative Strength of an Organization" (College and Research Libraries, 13:111-116, April 1952).

The wide use of punched cards in technical processes makes special consideration of them reasonable. Two good books were published in 1952 covering the use of the two basic types of punched cards in libraries, hand sorted and machine sorted. H. F. McGaw's Marginal Punched Cards in College and Research Libraries (Scarecrow Press) covers hand sorted cards,

an inexpensive installation within the reach of most libraries. McGaw's text explains "Keysort" cards, the procedures involved in using them, and gives specific adaptations of them for different phases of library work. Other standard marginal punched card systems are described, and cost data are given to aid the librarian in deciding whether he should adopt one of them. R. H. Parker, leading expert on the library use of machine sorted card systems, provides the same coverage for IBM and Remington Rand systems in his Library Applications of Punched Cards: A Description of Mechanical Systems (American Library Association, 1952). Librarians ambitious to blaze new trails in this area will find R. S. Casey's Punched Cards; Their Applications to Science and Industry (2d ed., Reinhold, 1958) and B. D. Friedman's Punched Card Primer (Public Administration Service, 1955) suggestive, although neither is intended for libraries specifically. Friedman is particularly useful for the librarian trying to decide whether his volume of business warrants an installation.

A decade ago the lacunae in the literature of the technical services were far more serious than they are today. With the publication of Tauber's Technical Services in Libraries in 1954, the formation of the Resources and Technical Services Division in 1957, and the founding of Library Resources and Technical Services in the same year, Technical Services found itself suddenly with its own text for training recruits, its own organization devoted to its interests, and its own organ of communication. The bread-and-butter work of technical processes is done in its several aspects, acquisitions, cataloging, serials, and documentary reproduction; and the extensive literature covering these aspects proves that librarians realize the importance of these processes. The processes are old, the welding of them together as mutually dependent and mutually supportive units is fairly new. The great need of technical processes today is for more intensive exploration of the gains to be derived from this welding. Too often the reorganization takes place, but in name only; the separate processes continue pretty much as before. Management and efficiency expertise coupled with knowledge of the library's peculiar needs must be brought to bear on the problem of greater gain from the laying down of some portion of independence. The natural leaders of movement in this direction are the two groups formed by the heads of technical services divisions of large research libraries and of medium-sized research libraries. Progress of such work can be reported in two outlets recently offered: the new and regular feature, "Studies and Surveys in Progress," written by Marian Sanner in Library Resources and Technical Services, first appearing in the Summer 1959 issue; and the new occasional bulletin, Library Research in Progress, published by the Library Services Branch of the U. S. Office of Education. Publication of the results of such work can logically appear in the Resources and Technical Services Division's own Library Resources and Technical Services or in College and Research Libraries. A convenience to those concerned would be an annual summing up in Library Resources and Technical Services similar to those now made in the Spring issue for the various parts of technical services.



## The Literature of Acquisitions

by David Kaser

Assistant Director for Technical Services  
Washington University Libraries

It is generally agreed that an acquisitions librarian needs a broad background in literature, a good understanding of the publishing industry, a close acquaintanceship with the world booktrade, and a detailed knowledge of the history of books. Obviously this kind of background cannot be developed from reading alone. It requires among other things the handling of thousands of books of many ages, the studying of innumerable title pages and illustrations, the sniffing of many kinds of binding, the examining of myriad type faces, and the comparing of weights and textures of many kinds of book paper.

Fortunately there is much good literature on these subjects, but unfortunately it is so widely various as to utterly defy any brief attempt to survey it. Doubtless there are no better textbooks in these matters than booksellers' catalogs, but also authors as different as Dibden is from Bowers, as Greg is from Malkin, and as McKerrow is from Powell have given us a vast and valuable literature of bibliography which holds much meaning for the acquisitions librarian.

The techniques of acquisition, on the other hand, may more easily be categorized and consequently more easily be surveyed. Some useful articles on book-buying itself have appeared recently, such as John Fall's "Problems of American Libraries in Acquiring Foreign Publications" (Library Quarterly, 24:101-113, April 1954), Stanley Pargellis' "Book Supply and the Book Market," (ibid, 23:199-204, July 1953), and Donald Wing's and Robert Vosper's "Antiquarian Bookmarket and the Acquisition of Rare Books" (Library Trends, 3:385-392, April 1955). There ought to be more articles written of this kind--articles which pass on to junior "acquisitors" some of the book-buying savoir-faire derived by their elders from long experience. Articles are needed describing the services and capabilities of various booksellers and agencies in supplying various kinds of materials. Articles are needed describing undesirable practices of some booksellers--and of some acquisitions librarians. Most dealers are willing to alter their practices wherever possible to satisfy the needs of their library patrons, and most acquisitions librarians should be prepared to change their procedures when possible, if by doing so they can enable the booktrade to give them better service.

There are several helpful volumes concerning the general administration of an acquisitions department. The last complete monograph devoted wholly to the subject is Francis K. Drury's Order Work for Libraries (American Library Association, 1930), and although it is much out of date it may still be read with profit. The most recent useful treatise on the subject, of course, is M. F. Tauber's Technical Services in Libraries (Columbia University Press, 1954). Many helpful articles have also been devoted to the subject. The Acquisition and Cataloging of Books (University of Chicago Press, 1940), contains four good articles by the worthies W. W. Bishop, R. B. Downs, K. D. Metcalf, and A. F. Kuhlman. A year earlier Donald Coney's useful paper on "The Administration of Technical Processes" appeared in Current Issues in Library Administration, which was issued by the University of Chicago Press. A good summary, although much too brief, of the current state of acquisitions administration is Felix Reichmann's "Management and Operation" (Library Trends, 3:462-470, April 1955).

No one can learn how to select books by reading a text, yet Helen Haines tries to teach us in her delightful volume Living with Books (2d ed., Columbia University Press, 1950). So also do Mary D. Carter and W. J. Bonk in their recent textbook, Building Library Collections (Scarecrow Press, 1959). There have been other studies of particular aspects of book selection. A useful paper by W. R. Pullen, entitled "Selective Acquisition at Yale" (Unpublished paper prepared in the Rutgers University Library School, 1958), describes the selection process in the country's second-largest academic library, points out problems and makes recommendations for their solution. J. E. Skipper outlines many specific practices and procedures of book selection in academic libraries in his "Continuing Program of Book Selection and Acquisition" (Library Resources and Technical Services, 2:265-271, Fall 1958). J. P. Danton employs an interesting method in his "Selection of Books for College Libraries" (Library Quarterly, 5:419-456, October 1935) by which he examines various factors which affect the calibre of selection in certain academic libraries. Other such studies would be welcome. A good example of an article summarizing a few of the techniques employed in selecting books in a special field is Frances Lander Spain's "Selection and Acquisition of Books for Children" (Library Trends, 3:455-461, April 1955). Coney's observations on "The Bases of Selection" are both readable and thought-provoking. They appear in the Minutes of the Fifty-first Meeting of the Association of Research Libraries (1958, pp. 12-25), and constitute only one of many good articles on acquisitions which may be found in the A. R. L. Minutes. A recent volume, with papers by L. C. Merritt, Martha Boaz, and K. S. Tisdell attempts to evaluate the position of Reviews in Library Book Selection (Wayne State University Press, 1958). Also, there is still much that can be derived from studying The Practice of Book Selection edited by L. R. Wilson (University of Chicago Press, 1940).

With the rapid proliferation in recent years of fields of knowledge has come the need to reduce as much as possible of the art of book selection to a technique of book selection, and to this end much attention has been devoted to the desirability of libraries articulating their "acquisitions policies." Some interesting experimental policies have been drawn up, and some useful literature has appeared on the subject. E. M. Grieder outlines some thoughts on "The Foundations of Acquisition Policy in the Small University Library" in College and Research Libraries (10:208-214, July 1949). The same periodical later publishes a very useful symposium on acquisitions policy (14:363-372, October 1953) with papers by H. H. Fussler, Vosper, and Eileen Thornton. Harvard's thinking as regards acquisitions policy is reflected by Metcalf and E. E. Williams in the Harvard Library Bulletin (6:15-26, Winter 1952). More recently a paper by Harry Bach examines the subject generally in College and Research Libraries (18:441-451, November 1957). J. D. Henderson summarizes the current state of "The Public Library Acquisitions Program" in the April 1955 issue of Library Trends (3:448-454). Nonetheless there is still much to be written on acquisitions policies--examinations of existing policies, studies of their effects on the book collection and on the calibre of selection, methods of keeping policies up to date, the restrictiveness of policies, the relationship of acquisitions policies to cooperative acquisitions, and much more. The literature of acquisitions policies is undoubtedly in its infancy.

There is without doubt need for research and clear thinking as regards the problem of "deacquisition" in large libraries. Metcalf's has been one of the few voices raised on this important matter, but his references to the problem have as yet elicited little attention. One of the few papers concerned with deacquisition is G. A. Harrer's "Relocation, Storage, and Rejection of Materials in the Harvard University Libraries" (mimeo, 1958). It may be expected that attention to this problem will increase as more libraries approach the multi-million volume category.

Ever a knotty problem to acquisitions librarians, especially in academic libraries, is the allocation of book funds. Vosper summarizes a survey conducted at the University of California at Los Angeles on "Allocation of the Book Budget" in College and Research Libraries (10:215-218, July 1949). R. E. Ellsworth describes problems in apportionment at Colorado in "Some Aspects of the Problem of Allocating Book Funds Among Departments in Universities" (Library Quarterly, 12:486-494, July 1942), and Coney draws upon his experience at Texas to describe "An Experimental Index for Apportioning Departmental Book Funds for a University Library," (Ibid, pp. 422-428). Such indices have also been worked out as theses in the library schools. Two useful ones are R. H. Muller's Administration of Book Funds in College Libraries (Unpublished M.A. Thesis, University of Chicago Graduate Library School, 1941), and J. A. Broestl's Revised

Index for the Allocation of the University Library Book Fund to the Various Subject Departments of the College of Arts and Sciences and of the Graduate School of Western Reserve University (Unpublished M.S. Thesis, Western Reserve University School of Library Science, 1951). There needs to be a comparative study of book fund allocations in academic libraries, but since some libraries do not allocate, some allocate only tentatively, some consider their figures confidential, and since all allocation figures require interpretation, such a study would be fraught with pitfalls. Although allocation is a much greater problem in academic than in public libraries, there would also appear to be room for more literature on the latter's apportionment of its book funds among fields of knowledge. In this regard, however, it would be important not to overlook a report by Myra Simms on a questionnaire which she sent to forty-five public libraries concerning the distribution of the book fund to departments and branch libraries (Library Journal, 71:1302-1308, October 1, 1946).

Processes of ordering and budget control have been the subject of a fair amount of existing literature. R. H. Parker describes ordering procedures in his Library Applications of Punched Cards (American Library Association, 1952), and H. F. McGaw does the same for Marginal Punched Cards in College and Research Libraries (Scarecrow Press, 1952). One library's experiences with Keysort marginal punched cards are written up in G. B. Brown's "Use of Punched Cards in Acquisition Work" (College and Research Libraries, 10: 219-220, July 1949). Another good article on the procedures of ordering, claiming, and record keeping is A. P. Sweet's "Forms in Acquisitions Work" (*ibid.*, 14:396-401+, October 1953). Anyone thinking of revising his library's ordering procedures would also do well to study Multiple Order Forms Used by American Libraries, edited by E. B. Colburn for the Committee on Administration of the A. L. A. Division of Cataloging and Classification in 1949 and available on microfilm from the University of Chicago Library Photoduplication Department. This is a collection of the order forms used by many libraries and descriptions of their use.

There has been too little written on gift solicitation. By far the best article concerning this weighty subject is L. S. Thompson's very readable "Of Bibliological Mendicancy" (College and Research Libraries, 14:373-378, October 1953). Considering the important role which gifts play in the acquisitions programs of most libraries, it would seem that their solicitation and processing would deserve a larger place in the literature than it has thus far been given. The activities of Friends of the Library groups have received more attention by public librarians than by academic. Catherine J. Butler's Friends of the Library Groups; Public Library Edition (4th ed., American Library Association, 1951), describes the purposes of such organizations, their value to libraries, how they are organized, etc. A similar work for academic libraries, mimeographed by the A. L. A. in 1938, deserves to be

revised, brought up to date, and distributed more widely. Some notes toward this revision were collected by M. A. Fox in his "Friends of the Library Groups in Colleges and Universities" (College and Research Libraries, 12:353-354, October 1951). A great deal of information on friends groups in public libraries is gathered into the PLD Reporter, number three (June 1955).

There have recently been two good summaries of the literature concerned with exchange. These are Williams' "Exchanges; National and International" (Library Trends 2:562-572, April 1954) and Helen M. Welch's "Publications Exchange" (*ibid.*, 3:423-431, April 1955). The best historical study of exchanges and their value is L. J. Kipp's International Exchange of Publications (Wakefield, Mass., Murray Printing Co., 1950). It has been suggested that the amount of new literature concerned with this important aspect of acquisitions is increasing, but it is doubtful that it is keeping pace with the literature of other aspects of library work. With the increase in the number of university presses and the attendant decrease in the number of "faculty studies" series, there appears to be less domestic exchanging of new material today than there did formerly. But foreign libraries are still anxious to exchange, and there is still room for good articles on how to establish exchanges, what kind of records to keep, how to evaluate exchanges, etc. The best existing article on the subject is now over two decades old--Ivander MacIver's "Exchange of Publications as a Medium for the Development of the Book Collection" (Library Quarterly, 8:491-502, October 1938)--but it may still be profitably studied. Of course, a mine of information on exchanging publications is in the UNESCO Handbook on the International Exchange of Publications (2d ed., 1956), which not only describes processes, but also supplies an extensive directory of organizations which maintain active exchange programs and lists the titles which they are able to distribute. This latter information is most useful if it is kept up-to-date, and UNESCO attempts to do this through its monthly Bulletin for Libraries. Material is now being collected for a third edition of the Handbook, a welcome indication that UNESCO plans to keep the directory current through occasional new editions as well as through its Bulletin.

Considering the amount of literature that has been devoted to government documents, it would seem that all problems of their handling would have been solved by now, but they have not. The standard handbook in this area is, of course, Anne M. Boyd's United States Government Publications (Wilson, 1949), which discusses the distribution of federal documents in its introduction. This volume is out-of-date in many respects, and a new edition is needed. Ellen P. Jackson's Manual for the Administration of the Federal Documents Collection in Libraries (American Library Association, 1955) also covers in a practical and useful way some of the problems of federal document acquisition. Insofar as state documents are concerned, J. K.

Wilcox's Manual on the Use of State Publications (American Library Association, 1940), contains a chapter which, although now out-of-date, covers the exchange and distribution of the publications of the various state agencies. Ten years ago Gwendolyn Lloyd made an effort to bring this work up-to-date in her useful "Status of State Document Bibliography" (Library Quarterly, 18:192-199, July 1948). Someone should now do this again. Helpful information on the acquisition of United Nations documents is recorded in Carol C. Moor's and Waldo Chamberlin's How to Use United Nations Documents (New York University Press, 1952). Helen F. Conover discusses some publications of foreign governments in her Current National Bibliographies (Library of Congress, 1955). Bibliographical aids which have proved useful in the acquisition of foreign documents are listed in Violet A. Cabeen's "Foreign Government Publications!" (College and Research Libraries, 12:163-166, April 1951).

The articles and books cited above, it must be remembered, are only a selected sampling of the complete literature of acquisitions. Much of the good literature of acquisitions is found in broader studies which treat the whole of technical services or library management. Since those works are being reported elsewhere in this publication, they are being excluded here. They should not, however, be overlooked. The same is true of the body of writing concerned with cooperative acquisitions.

It may be seen that although the literature of acquisitions is extensive, there remains much to be written. One important area in which practically nothing has been reported in print is in the application of scientific management to acquisitions problems. There is a need for comparative cost studies of acquisitions under several kinds of administrative structure. There needs to be attention devoted to the possible introduction of production concepts into searching and other operations. Studies need to be made into the costs of acquisition by purchase as opposed to the cost of acquisition by exchange. There is much remaining to be done.

## The Literature of Cataloging and Classification

by Kenneth W. Soderland

Assistant Director for Preparations  
University of Chicago Library

Without a doubt the field of cataloging and classification has received (and still receives) more attention in library literature than any other phase of librarianship. Paradoxically, this makes the surveying of the subject both easy in some respects and at the same time difficult, since there is such a vast mass of literature published. It is not easy to pick out titles which are the most salient to the majority of the people interested. There are many written by the ablest of librarians which will not be included due to lack of space and the nature of this survey. In some cases representative titles only will be given without any attempt to set them forth as the best or most helpful. It is hoped, then, that the omission of important works, or someone's special favorites, or books and articles on specialized or limited aspects of the subject will be understood and condoned. It is the intent to include the most outstanding material published in English, and the survey is divided into three main sections: cataloging, classification, and filing. It may be worthwhile listing at the outset the major journals which devote a large portion of their space to this field. They include Library Resources and Technical Services, one of its predecessors, the Journal of Cataloging and Classification, Library Quarterly, Library Trends, Review of Documentation, and College and Research Libraries.

The tools of cataloging are easily enumerated, especially the most essential ones, as there are a few outstanding titles known to all librarians. These are the rule books, A. L. A. Cataloging Rules for Author and Title Entries (2d ed., American Library Association, 1949) and the Library of Congress Descriptive Cataloging Division's Rules for Descriptive Cataloging in the Library of Congress (Government Printing Office, 1949). A supplement to these two books has just been published entitled Cataloging Rules of the American Library Association and the Library of Congress; Additions and Changes, 1949-1958 (Library of Congress, 1959). It includes everything that the Supplement, 1949-1951 to the Library of Congress rules contained as well as the cumulated changes since then. As for lists of subject headings, there are two most widely followed by American libraries. The first is the Library of Congress Subject Cataloging Division's Subject Headings Used in the Dictionary Catalogs of the Library of Congress (6th ed., Library of Congress, 1957) and its supplements. The second is Sears List of Subject Headings; With Suggestions for the Beginner in Subject Heading Work (8th ed., Wilson, 1959). The major printed catalogs are vitally essential for

medium and large sized libraries. They include a Catalog of Books Represented by Library of Congress Printed Cards and its supplements, which were continued in 1956 by the National Union Catalog; a Cumulative Author List Representing Library of Congress Printed Cards and Titles Reported by Other American Libraries, and foreign catalogs such as that of the British Museum. As for serials, the essential tools are the Union List of Serials (2d ed., Wilson, 1943) and its supplements 1941-43 and 1944-49 and the title which took over their functions, New Serial Titles, published by the Library of Congress.

The less essential cataloging tools are more of a problem to discuss. Large public and research libraries might find the following books of rules of considerable interest to them: Catalog Rules; Author and Title Entries (American ed., American Library Association, 1908), the Prussian Instructions, translated by A. D. Osborn (University of Michigan Press, 1938), Biblioteca Vaticana's Rules for the Catalog of Printed Books, translated by T. J. Shanahan and others (American Library Association, 1948), and S. R. Ranganathan's Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code (4th ed., Madras Library Association, 1958). Ranganathan's new code is a reorganization and expansion of two of his earlier titles and is of particular interest because of the sections dealing with the structure and rendering of personal names of South Asia. Special libraries or sections of large libraries will be interested in specialized codes, e.g. the Joint Committee on Music Cataloging's Code for Cataloging Music and Phonorecords (American Library Association, 1958). School libraries and other small libraries will find simpler rules of more use to them; such as Margaret F. Johnson's Manual of Cataloging and Classification for Small School and Public Libraries (4th ed., Wilson, 1950) and the Private Libraries Associations' Simplified Cataloguing Rules for General Use in Private Libraries, Author and Title Entries (North Harrow, Eng., The Association, 1959). Any or all catalogers should find Olive Swain's Notes Used on Catalog Cards (American Library Association, 1940) quite helpful. It is a classified list of examples and while still useful (especially to beginning catalogers unsure of accepted terminology), it would be very desirable to have a revised edition (or a new list) drawn up in accordance with the simpler descriptive rules of today. There are also special subject heading lists to fill specific needs--to name a few: O. L. Kapsner's Catholic Subject Headings ... 4th ed., With an Appendix on Names of Saints (Collegeville, Minn., St. John's Abbey Press, 1958), Special Libraries Association's Engineering Section's Subject Headings for Aeronautical Engineering Libraries (The Association, 1949), Eloise Rue's and Effie La Plante's Subject Headings for Children's Materials (American Library Association, 1952), and Miriam O. Ball's Subject Headings for the Information File (8th ed., Wilson, 1956). Other specialized publications worth mentioning are Nāser



Sharifi's Cataloging of Persian Works Including Rules for Transliteration, Entry and Description (American Library Association, 1959) and Anne E. Markley's Author Headings for the Official Publications of the State of Alabama (American Library Association, 1948). Miss Markley's compilation is only one of several on different states. Other secondary tools which catalogers should be aware of include: Cataloging Service, a bulletin published irregularly since June 1945 by the Library of Congress Processing Department, the A. L. A. Glossary of Library Terms (American Library Association, 1943), the Library of Congress Descriptive Cataloging Division's Cooperative Cataloging Manual, for the Use of Contributing Libraries (Government Printing Office, 1944), and the Library of Congress Union Catalog Division's Symbols Used in the National Union Catalog of the Library of Congress (7th ed. rev., Library of Congress, 1959). This list of symbols also records all the symbols that are currently used in the National Union Catalog, a Cumulative Author List, in New Serial Titles, and in Newspapers on Microfilm. A new glossary of library terms ought to be published, since the glossary cited above is out of date.

The history of cataloging is not often treated in the literature as a separate subject but is usually part of the general texts. However, Ruth F. Strout's article "Development of the Catalog and Cataloging Codes" in Toward a Better Cataloging Code (University of Chicago, Graduate Library School, 1957, pp. 4-25; appeared also in Library Quarterly, 26:254-275, October 1956) is well worth reading. A comprehensive history with a British flavor is Dorothy M. Norris's A History of Cataloguing and Cataloguing Methods, 1100-1850 (London, Grafton, 1939). Those particularly interested in different cataloging codes would do well to read J. C. M. Hanson's A Comparative Study of Cataloging Rules Based on the Anglo-American Code of 1908 (University of Chicago Press, 1939). Another account to help one understand our present achievements, and problems is Julia Pettee's Subject Headings; the History and Theory of the Alphabetical Subject Approach to Books (Wilson, 1946), in which the first part is an historical sketch of the development of catalogs from the printed classed catalogs of the eighteenth and nineteenth centuries to the present-day dictionary card catalogs. There is a need it seems for a comprehensive history of cataloging from the beginning to the present day.

There are a number of introductory texts that have been published --most of them covering cataloging and classification and often filing as well. The two outstanding titles are Susan G. Akers' Simple Library Cataloging (4th ed., American Library Association, 1954) and Margaret Mann's Introduction to Cataloging and the Classification of Books (2d ed., American Library Association, 1943). There are other useful texts which are aimed at the beginning cataloger--one example being Harry Dewey's An Introduction to Library Cataloging and Classification (4th ed., Madison, Wis., Capital

Press, 1957). Thelma Eaton has written a manual for students entitled Cataloging and Classification; an Introductory Manual (2d ed. Champaign, Ill., Distributed by the Illini Union Bookstore, 1957). Her manual is not an introductory text but is intended to supplement the texts and codes by answering the "whys" for the students. A helpful book written from the standpoint of library administration is W. W. Bishop's Practical Handbook of Modern Library Cataloging (2d ed., Williams & Wilkins, 1924). He aimed to cover the questions of direction, of administration, which are usually ignored in cataloging codes or manuals. Not being as modern as the title implies, the book ought to be revised in a new edition, incorporating the latest methods and latest thinking, or an entirely new book ought to be written from the same standpoint.

The theoretical discussions on cataloging that have appeared in the literature are legion. It is particularly difficult to know where to draw the line here on inclusions and exclusions. One or two outstanding books or articles will be given for each phase or division of the subject; the reader beginning here can use the bibliographies in the works cited if he wishes to pursue the subject further. Two general books with articles of particular interest are M. F. Tauber's Technical Services in Libraries (Columbia University Press, 1954) and one edited by W. M. Randall entitled Acquisition and Cataloging of Books (University of Chicago Press, 1940). Although the classified catalog is little used these days, it is of interest to know something about it. Perhaps the best book on the subject is J. H. Shera's and Margaret E. Egan's The Classified Catalog; Basic Principles and Practices (American Library Association, 1956). It is short on the history of classified catalogs and does not describe the four existing classified catalogs in the United States; however, the second part which describes the management of a classified catalog is useful. A good critical appraisal of cataloging rules is given by S. R. Ranganathan in his Headings and Canons; Comparative Study of Five Catalogue Codes (London, Blunt, 1955). A. H. Trotier's "Organization and Administration of Cataloging Processes" (Library Trends, 2:264-278, October 1953) gives some interesting suggestions on organization. The hope of more cooperation and reduction of duplication of effort in cataloging is deeply imbedded in the breast of every cataloger. Therefore, the following two titles should be of interest: J. M. Dawson's Acquisitions and Cataloging of Research Libraries; a Study Related to the Possibilities for Centralized Processing (Unpublished Ph.D. Thesis, University of Chicago Graduate Library School, 1956; appeared also, in part, in Library Quarterly, 27:1-22, January 1957) and D. J. Haykin's "Way to the Future: Cooperative and Centralized Cataloging" (College and Research Libraries, 3:156-162+, March 1942). The topic receiving the most attention nowadays is catalog code revision. This really got its start with Seymour Lubetzky's Cataloging Rules and Principles; a Critique of the A. L. A. Rules for Entry

and a Proposed Design for their Revision (Library of Congress, 1953).

The question is very well covered in the publication mentioned above and edited by Mrs. Strout entitled Toward a Better Cataloging Code (University of Chicago Graduate Library School, 1957; appeared also in Library Quarterly, 26:251-366, October 1956). It includes papers by some of the outstanding people in the field on the background and defects of the present rules, the need and proposals for a new code, and the problems and prospects for international agreement. The proceedings and working papers of the Institute on Cataloging Code Revision, held at Stanford University in 1958, give a good progress report. In line with code revision are the age-old questions of how is a catalog used and what is the purpose of the tool we are creating. S. L. Jackson's Catalog Use Study (American Library Association, 1958) is a report of the most comprehensive survey of catalog use that has been made and should be most helpful in future planning. Two articles worth noting on this subject are Jennette E. Hitchcock's "Objective Subjectivity: Four-Year Report on Starred Subject Cards" (College and Research Libraries, 20:9-14+, January 1959) and Lubetzky's "Function of the Catalog" (*ibid.*, 17:213-215, May 1956). The last few years have shown an apparent increase in interest in subject headings. Miss Pettee's work, mentioned earlier under the histories, Subject Headings; the History and Theory of the Alphabetical Subject Approach to Books, is good for giving the theory and principles behind the use and assigning of subject headings. The person most active in this field was the late D. J. Haykin, who published Subject Headings; a Practical Guide (Government Printing Office, 1951), and then went on to begin the development of a subject heading code. His untimely death cut short this project, and it is hoped that the Subject Cataloging Division of the Library of Congress will see to it that someone continues the work, making use of Haykin's amassed information. Little has been said here so far about the cataloging of material other than books. The Library of Congress has issued separately preliminary editions of rules for nonbook materials--such as that for motion pictures and filmstrips and rules for describing phonorecords. But rather than pointing out representative titles on the handling of specific kinds of material, it seems better to list Evelyn Hensel's article "Treatment of Nonbook Materials" (Library Trends, 2:187-198, October 1953) which relates what different libraries have been doing about these problems. Whether or not to keep one dictionary catalog or divide into two or more (usually an author-title and a subject catalog) has been a question with a clouded answer for years. As the catalogs of large research libraries grow to gigantic proportions, librarians become more and more concerned about it. An excellent annotated bibliography on the subject has appeared recently by Dorothy Grosser entitled "The Divided Catalog; a Summary of the Literature" (Library Resources and Technical Services, 2:238-252, Fall 1958).

Among the tools for classification that have been published, the designating of those which are essential is even more dependent on the size and type of library than the tools for cataloging. The classification scheme that is used may depend on the kind and size of library or may be dictated by what has been used in the past. The commonest classifications for general libraries, be they public or college and university libraries, and many others are the Library of Congress and the Dewey. In the case of the latter most libraries will probably be using the recently published Dewey Decimal Classification and Relative Index (16th ed., Lake Placid Club, N. Y., Forest Press, 1958) or, in the case of some small libraries, an abridged edition. Of course, some special libraries will use a specialized classification or adapt a part of a general classification to their specific use. An example of a classification scheme developed and published for a specialized field is the National Library of Medicine's Classification; a Scheme for the Shelf Arrangement of Books in the Field of Medicine and its Related Sciences (2d ed., Government Printing Office, 1956). Other classification schemes which should be mentioned, although they are little used in this country, are Bliss's Bibliographic, Ranganathan's Colon, Cutter's Expansive, and the Universal Decimal Classification. A publication which is almost always used in conjunction with the classification is an alphabetic table for assigning author numbers. The most popular of these is Charles A. Cutter's Alfabetic-Order Table...Altered and Fitted with Three Figures by Miss Kate E. Sanborn (Library Bureau, 1896?).

One of the best texts on the history and introduction to the classification of library materials is W. C. B. Sayers' Manual of Classification for Librarians and Bibliographers (3rd ed., London, Grafton, 1955). It is divided into three parts, the first two being the theory of classification and the history and description of library classification. Ray E. Held's "Recent Literature of Classification" (Journal of Cataloging and Classification, 12:63-73, April 1956) is informative about what is going on in the field of classification with libraries striving to find (or adapt) a classification to suit the interest of the readers.

The introductory texts mentioned earlier under cataloging also cover classification, as their titles imply. Sayers' Manual, which is mentioned above, is also one of the best texts, for the third part is entitled the "Practical Work of Classification." It is revised and up-to-date to include the latest schemes and the prevailing concepts of the classification of material in the diverse forms which modern library materials take. Sayers has also written another good textbook, An Introduction to Library Classification, Theoretical, Historical, and Practical (9th ed., London, Grafton, 1954). Besides the Englishman Sayers, one of the greatest authorities on classification, mention should be made of a good American text. W. S. Merrill's

Code for Classifiers; Principles Governing the Consistent Placing of Books in a System of Classification (2d ed., American Library Association, 1939) had always been of considerable help to catalogers, and lately there has been discussion of the need for a revised or new edition.

As for the discussions of the theory of classification H. E. Bliss's Organization of Knowledge in Libraries and the Subject-Approach to Books (2d ed., rev., Wilson, 1939) and Grace O. Kelley's Classification of Books; an Inquiry into its Usefulness to the Reader (Wilson, 1937) have not been outdone, although they are getting old. Sayers should be mentioned again as his Canons of Classification Applied to "the Subject," "the Expansive," "the Decimal" and "the Library of Congress" Classifications (London, Grafton, 1915) is a classic discussion.

There seems to be much less standardization among rules for filing catalog cards than there is among the tools of cataloging and classification. Few filing rules have been accepted by a large number of libraries--the only well-known case is the A. L. A. Rules for Filing Catalog Cards (American Library Association, 1942). Other books of rules have been published but with little apparent acclaim, e. g., Gertrude C. Moakley's Basic Filing Rules for Medium--Sized Libraries (William-Frederick Press, 1957). Many libraries have drawn up their own rules, feeling that the filing rules should fit the book collections; others have adapted existing rules to fit their needs. Three examples are: the Library of Congress Processing Department's Filing Rules for the Dictionary Catalogs of the Library of Congress (Library of Congress, 1956), Chicago University Library's Rules for Filing Catalog Cards (Adapted from A. L. A. Rules) (The Library, 1946), and Cincinnati Public Library's Filing Rules for the Arrangement of the Dictionary Catalog of the Public Library of Cincinnati (3rd ed., The Library, 1936).

The amount of literature devoted exclusively to filing is small; the subject is usually taken up in the general texts on cataloging. There are two articles, however, which merit reading by anyone concerned with filing cards. The first, D. C. Allen's "A Reaffirmation of the Basic Principles of Filing" (Journal of Cataloging and Classification, 8:85-89, September 1952) is a theoretical discussion. The second, D. W. Johnson's "On Pre-Filing Sorting Methodology" (Library Resources and Technical Services, 1:109-113, Spring 1957) introduces a novel way of arranging cards prior to filing which claims (and the claim has been substantiated by others) to be considerably faster.

Although the field of cataloging and classification captures the interest of a sufficiently large number of good writers to be pretty well covered in the literature, there still remain subjects which might well receive more atten-

tion. The division of catalogs has not been thoroughly discussed for strong opinions to be formed. The cost of cataloging is usually avoided--no doubt because of the problems of defining and ascertaining them. Mechanization, avoided here by the writer, is just recently gaining interest. Under the name "Information Retrieval" it is coming to the front, and a great deal of study and writing will need to be done before many of the growing problems of size and congestion can be economically solved--but solved they must be!

### The Literature of Serials

by Robert R. Holmes

Head, East European Accessions Index Project  
Library of Congress

How well the available literature on the acquiring, handling, and treatment of serial publications can assist the librarian faced with actually dealing with serials is a measure of the adequacy of the coverage of the subject. The inexperienced serials librarian is fortunate as he first faces his problem, for he has as a starting point A. D. Osborn's Serial Publications, Their Place and Treatment in Libraries (American Library Association, 1955). This basic volume serves as a history of the subject or a text for the beginning student, be he in library school or a practicing librarian just now confronted with serial publications and what to do with and about them. The initial step, frequently a difficult one, is solidly paved, thanks to Osborn's treatment of the topic.

Further steps up the ladder of competence in serials will include the problem of keeping up with the latest information and ideas on the subject. Anyone standing near the bottom of the ladder will do well to concentrate his attention on Library Literature, which will cue him to the current tools of his trade. On the subject of administration he will find articles on serials in public libraries and special libraries, on serial equipment, and on reading room administration. A wealth of information is waiting to be sifted and digested. However, he should not overlook the key word, "sifted," for many of the articles to which the reader is directed will bear titles like "How We Treated Serial Publications in Our Library." While such communications are helpful, we cannot expect them to handle the larger subject of administration of the serials collection.

Any study of the library literature treating serial publications immediately emphasizes the important contribution which cooperative projects make to their control and use. A Permanent Program for the Union List of Serials (Library of Congress for the Joint Committee on the Union List of Serials, 1957) is informative reading for any serials librarian because it covers the historical background and methodology of the Committee investigating this extremely important project and includes a summary of its findings. "Union List of Serials Program Announced" (Library Resources and Technical Services, 3:116, Spring 1959) followed the work of the Joint Committee, and work is progressing on the new edition at the Library of Congress. Mary E. Kahler's "New Serial Titles" (Library Resources and Technical Services, 3:145-149, Spring 1959) shows how this familiar publication of the Library of Congress serves as a continuing and growing supplement to the Union List of Serials. New Serial Titles, it will be remembered, is a union list but only for those titles which began publication after December 31, 1949. Cooperative projects should be understood by the serials librarian if he is to do his job thoroughly, and the only way this understanding is going to be kept up-to-date is through written reports about the latest efforts in interlibrary cooperation in this field.

The administrator or the novice serials librarian, having located the best basic volume on the subject and having scanned the indexes to learn what is being published about his immediate problem, cannot help but notice that the fountain of guidance stems from the professional associations, primarily the American Library Association. An examination of the articles in the first two volumes of Library Resources and Technical Services and a sorting of them into thirteen general subjects broadly representing the fields of interest of the Resources and Technical Services Division shows that of the 102 articles appearing in these first eight issues six were devoted to some aspect of library handling of serials. While a numerical count of the attention paid to serials in Library Resources and Technical Services is of interest, the kind of attention which is given is even more important. "The Year's Work in Serials, 1957" made its first appearance, together with other "year's work" articles in Volume 2 of Library Resources and Technical Services (2:95-96, Spring 1958). This is a striking example of the kind of help which should be given. It goes without saying that future "year's work" articles should be enthusiastically encouraged, if not demanded!

The first volume of Library Resources and Technical Services followed partially in the footsteps of one of its two predecessors, Serial Slants, by publishing "Serials Clearinghouse No. 6" (Library Resources and Technical Services, 1:51-53, Winter 1957) a continuation of "Articles of Interest to Serials Librarians" which was a regular feature of Serial Slants. This type of special bibliography is of real assistance. Volume 2 of Library Resources and Technical Services did not continue this feature, and the loss will be felt. Here is a lack in the coverage of serial publications.

The bibliography of serial publications is extensively covered. The basic tools, from Ayer's Directory of Newspapers and Periodicals to Ulrich's Periodicals Directory, are obvious, as are the numerous national directories and guides, such as Annuaire de la Presse Francaise et Étrangère et du Monde Politique. It is, however, the special aids such as Edna M. Brown's "New Periodicals of [the current year]," appearing as a regular feature of College and Research Libraries, and area bibliographies such as the annual cumulation of periodical and newspaper titles appearing in each December issue of the East European Accessions Index which make the bibliographical coverage of serial publications impressive.

In the matter of procurement, Ayer and Ulrich are of value. However, it is the dealers' lists such as The Faxon Librarians' Guide to Periodicals and American Subscription Catalog (F. W. Faxon) or Catalogue of Periodicals British and Foreign (Oxford, Blackwell's) and others which are of most specific help. What all of us would like to turn to is a guide to the dealers', wholesalers', and subscription agents' lists together with other national guides such as the Nifor Guide to Indian Periodicals (Poona, National Information Service) and the annual Willing's Press Guide (London, Willing's Press Service Limited). The task of compiling such a guide to subscription lists and other directories useful to the serials librarians is considerable because the approach must be both by country and by subject. In addition, to be of most benefit, such a guide must be scaled for use in libraries of all sizes. It would have to be kept absolutely current if it were to be of real worth. There seem to be many potential users of such a guide; it remains to be seen whether the demand can or will be met.

All of us are haunted by the problem of keeping within the allotted budget and yet having the maximum material available to meet the needs of the users of the collections. Important to all serials librarians in preparing budget estimates or cost figures is the work which has been done and the work which is in progress on cost indexes. The Resources and Technical Services Division Committee on the Costs of Library Materials Index, chaired by W. H. Kurth, has done much interesting work. Helen M. Welch, a member of this Committee, published the "Proposed Procedure for Establishing a Cost of Periodicals Index" (Library Resources and Technical Services, 3:202-208, Summer 1959) which is a price index for U.S. periodicals in the fields of political science and agriculture. This excellent study serves a two-fold purpose. First, it is a completed cost index for two subject fields. Secondly, it is a model for the compilation of similar indexes in other subject fields since it explains the methodology for constructing the index. J. W. Barry is working on a similar price index for U.S. periodicals in the field of medicine, and an index for children's periodicals has been compiled by Avis G. Zebker (Library Journal, 85:54-57, January 1, 1960). Indexes for seventeen additional



subject areas are appearing in the Spring issue of Library Resources and Technical Services, as are indexes for abstracting and indexing services compiled by W. H. Huff and N. B. Brown. This fairly comprehensive coverage of American periodicals costs should be kept current each year, and similar information should be compiled for key foreign countries.

Any mention of serial costs must also include the work of the Resources and Technical Services Division Long-Term Periodical Subscriptions Committee, also charmaned by Kurth. The purpose of the Committee was to promote and to obtain wider adoption of long-term rates for subscriptions to periodicals as an economy for both publisher and library. The work of the Committee made possible the compilation of an 800-title List of Periodicals Available on Long-Term Subscription (Mimeographed, American Library Association, Resources and Technical Services Division, December 1958). The advantages and savings of placing subscriptions on a long-term basis are discussed by Barry in "A Study on Long Term Periodical Subscriptions" (Library Resources and Technical Services, 3:50-54, Winter 1959). This article summarizes the long-term subscription program in several large libraries and is useful for determining the practicability of the program. Essentially, the Committee accomplished its purpose and as a result was dissolved with the Washington American Library Association Conference in June 1959. The need for regular extension and revision of the List of Periodicals Available on Long-Term Subscriptions is obvious. It is hoped that this need will be met.

In the area of procurement there is need for further work with subscription lists, cost indexes, and long-term subscriptions. Another need becomes apparent when a bibliography of writings on serials acquisitions is drawn together. The problems and criteria of serials selection are largely neglected. Proper selection is at the heart of a good collection. True, serials selection may be considered part of the acquisitions policy of the entire library and hence not worthy of treatment in relation to this one specific type of material. Nevertheless an interesting, up-to-date presentation could be made of serials selection by calling attention to area and subject tools for selection, indicating how to gear the collection to the needs of the particular library, and specifying how costs may be kept, if not "in check," at least from "running away." Even at the risk of being somewhat repetitious, some treatment of serials selection should find an audience eager to benefit from the experience of the experts.

A superb example of the subject, or field of interest, approach to acquiring, servicing, and preserving serials is C. H. Brown's Scientific Serials (Association of College and Reference Libraries, 1956), as basic to the serials librarian in the scientific field as Osborn's Serial Publications is to the general serials librarian. Brown notes the lack of adequate literature

covering the field of serials selection and then extensively remedies the lack with respect to serials in the eight sciences which he considers. Scientific Serials also treats the problems of cost, acquisition, storage, and discarding, and the findings are supported by extremely valuable lists of most frequently cited serials.

By far the most thorough treatment given to serials in print is in the field of cataloging. Numerous articles are available, and while nothing can substitute for the experience and the alert mind of the cataloger, the beginning serials librarian has numerous guides and aids to give him the needed helping hand in this field. If, for example, he wishes to know how the Lubetzky principles may affect his serials cataloging, he can turn to F. Bernice Field's "Comments on Papers Relating to the Application of the Lubetzky Principles to Serials at the Armed Forces Medical and the New York Public Libraries" (Serial Slants, 7:125-132, July 1956) or to the paper which evoked the comments such as M. Ruth MacDonald's "Application of Lubetzky Principles to Serials at the Armed Forces Medical Library" (Serial Slants, 7:114-117, July 1956). If past experience is any indication, the serials librarian need not worry about any decreasing amount of attention being given to the cataloging problem in print.

If serial publications always behaved themselves, they would be relatively easy to control bibliographically. They are not, however, well-behaved children of the library world: they change title, issuing office, frequency, or scope; they merge, split, suspend or cease publication, and go through any number of other unpredicable and troublesome changes. Particularly helpful in keeping track of changes, especially for the titles likely to constitute a sizable portion of the collections in small and medium-sized libraries is "Births, Deaths and Magazine Notes," which regularly appears in Faxon's Bulletin of Bibliography and Magazine Notes.

To keep the reference collection in shape, there is no difficulty in locating articles in the professional literature on binding and related problems. The January 1956 issue of Library Trends is devoted to conservation of library materials and serves as an excellent springboard from which to attack the problem. Also of interest is D. C. Weber's "Binding Simplification" (Library Resources and Technical Services, 1:9-13, Winter 1957). Weber, like the rest of us in the profession, is concerned with getting the greatest amount of material bound with a fixed budget, and he points out steps taken in simplification and standardization at Harvard which should also work in many other libraries.

Suffice it to say that the reference aspects of handling serials, such as circulation, routing, and research benefits of using the serial literature, are treated in print. It is easy enough to locate articles such as G. E.

Randall's "Journal Routing; Greater Efficiency at Lower Cost" (Special Libraries, 45:371-373, November 1954) or Irene Zimmerman's Latin American Periodicals of the Mid-Twentieth Century as a Source Material for Research in the Humanities and the Social Sciences (University Microfilms, 1957 Publication no. 21,381). However, the experienced serials librarian must determine the degree of adequacy and thoroughness with which the available literature treats these phases of the serials field.

Surveys of the available literature on specific topics, such as this one on serials, are of value not of themselves but only insofar as they can reveal facts which are not easily discernible by other means. It was a pleasure to see how much substantial material on the topic was readily available, and it was interesting to become aware that there were several areas with room for more to be done. Material on the procurement and selection aspects of serials acquisitions and bibliographies of current articles of interest to serials librarians are the type of work which should be encouraged. The most helpful single article is the "Year's Work in Serials." It is the basic starting point, and if the practitioner can read only one article, it should be this.

### The Literature of Document Reproduction

by Allen B. Veaner

Specialist for Documentary Reproduction  
Harvard University Library

From the multidirectional paths now being taken by document copying processes, there may be discerned two current trends which are bound to influence every copying specialist's reading. First is the significant role which office reproduction methods are beginning to play in the library. Second is the disappearance of the sharp cleavage between microreproduction and full size copying, as the newly developed high speed enlarging devices make of microfilm an intermediate device, usable in its own right or as the point of origin of any number of rapidly reproduced "hard copies." Xerox Copyflo has already had a major impact on every phase of technical services in libraries--yet even greater influence is coming in the form of Copytron, Bizmac, the Minicard and others.

The effect of these two trends is to require a broadening of the literary foundations of all interested in document copying. Henceforth the document copying specialist must delve into literature of greater technical sophistication, for complementary to the librarian's classical function of distributing knowledge in time is the document copyist's function to distribute it in space. To perform this task requires constant contact with a wide range of technical writings. This paper attempts to range over not only the familiar literature but also the more outstanding specialized works, many of which are of quite recent origin.

A good history of photography is the ideal starting point in the literature of document reproduction. The classic history has long been that of Josef Maria Eder, the Geschichte der Photographie. Eder, who died in 1944, was a famous German photographic chemist who was an active participant in the creative period of photography at the end of the nineteenth century. However, the English edition of his history published by Columbia University Press in 1945 (minus illustrations) seems antiquated to the contemporary reader. His account is very personalized, almost anecdotal. There is little integration of the subject with the history of science and practically no effort is made to show how the development of photography affected scholarship or technology. Episodic and rambling though it may be, Eder's history contains an abundance of factual matter which forms interesting reading if taken in small doses, though the archaic style may be found distracting on occasion.

By far the best historical work readily available is Helmut Gernsheim's History of Photography (Oxford University Press, 1955). This work is everything Eder's is not and furnishes for the modern reader a satisfying, integrated picture of photography from the eleventh century to 1914. The text is first-rate prose and the book is superbly illustrated with numerous historic photographs.

Microphotography for Libraries (American Library Association, 1936 and 1937) issued under the editorship of M. L. Raney is already fascinating history, so rapid have been advances in film technology. In like manner has film output increased; one library known to the author now microfilms in a day the yearly volume reported in the issue of 1936.

Frederic Luther's Microfilm: A History, 1839-1900 (National Microfilm Association, 1959) is essential for the serious student. It ought to be mentioned that the letterpress edition omits the author's full bibliography, which appears only in the microformat editions.

The progress of photography to date can best be surveyed in current encyclopedias, and especially in the yearbooks which almost invariably devote articles of some length to technical developments and their significance to users. Among photographic yearbooks, Progress in Photography (London, Focal Press) gives the most attention to technical matters; most other yearbooks are chiefly concerned with the artistic aspects of photography. For the history of the integration of modern photography and the library, the outstanding item is H. W. Ballou's "Photography and the Library," which appeared in Library Trends (5:265-293, October 1956). To keep informed of the year's work in document reproduction, the librarian should consult the annual survey article "Developments in Copying Methods," which has been appearing since 1958 in Library Resources and Technical Services (2:87-94, Spring 1958; and 3:86-97, Spring 1959).

After the librarian has consulted Library Literature and Library Science Abstracts, he will want to examine more specialized lists and bibliographies.

Photographic Books, a list issued annually by the American Photographic Publishing Company, 33 West 60th Street, New York 20, New York, is usually obtainable at no cost from industrial supply houses. It lists by subject and title over 500 books on all aspects of photography.

The F. I. D. Manual on Document Reproduction and Selection (in progress) contains bibliographies on every phase of document reproduction. These are found at the end of each section of the manual and bear the section number followed by the letter L. Revisions of these pages are issued at intervals. It is important to note that these bibliographies, while extensive, are not comprehensive--additional bibliographies are often listed with a note which warns that the items contained therein are not repeated in the F. I. D. Manual. The chief value of the F. I. D. bibliographies is their broad international coverage.

The Eastman Kodak Company's Monthly Abstract Bulletin covers all aspects of photography, including library applications of document reproduction. The abstracts are world-wide in scope and are arranged by the Universal Decimal Classification. An alphabetical index, an author index, and a patent listing are issued at the end of the year for binding with the volume. The abstracts, all of which are in English, are taken from many sources: books, journals, newspapers, manufacturers' literature, etc. There is frequently considerable delay between the publication of an article and the appearance of its abstract in the Monthly Abstract Bulletin. At the conclusion of each monthly issue are lists of new American Standards Association standards and the recent acquisitions of the Kodak Research Library.

Photographic Abstracts, issued quarterly by the Scientific and Technical Group of the Royal Photographic Society, is somewhat less useful. It is arranged by a few major subject headings (document reproduction is not among them) and is chiefly concerned with patents.

The Monthly Catalog of Government Publications is a good means of keeping informed of the present and past microfilm activities of the Library of Congress and the National Archives. Useful material may also be found under the entries for Photography and Copyright.

Kodak Books and Guides, a frequently revised list, can be picked up without charge at any photographic store. In addition to the wide variety of books on processing, chemicals, films and papers, are two titles of particular significance for document reproduction: Copying, (Eastman Kodak Company, 1958), now in its sixth edition, and How to Organize and Operate Photographic Service Departments, (Eastman Kodak Company, 1955), a comprehensive manual which covers everything from personnel policy to laboratory layout.

From Germany comes an interesting and valuable bibliography of microfilm by H. J. Knigge, Die Literatur zum Mikrofilm, published in 1956 under the sponsorship of the Ausschuss für Wirtschaftliche Verwaltung des Rationalisierungs-Kuratoriums der Deutschen Wirtschaft. This booklet is divided into two parts: German and foreign works about microfilm. Of the nearly 600 references over half are in the German section, and of the "foreign" section many are from other European countries. This bibliography therefore is a very useful tool for studying European microfilm methodology and technique. Although a large number of references to commercial uses are in Knigge, sufficient library and archival applications are mentioned to make it worth-while. It might also be pointed out that most of the references are current; only a few date from the 1930's or 1940's.

On this side of the Atlantic and constituting together about 600 references is the work of Blanche P. McCrum and L. K. Born, both from the Library of Congress. Each has employed a different method for a different period. In Microfilm and Microcards: Their Use in Research (Library of Congress, 1950), Miss McCrum covers approximately the postwar period up to 1950 by means of an analytic, annotated bibliography which is furnished with an excellent index. A synthetic approach aimed at discerning trends is selected by Born in his "Literature of Microreproduction, 1950-1955," which appeared in American Documentation (7:167-187, July 1956). One must read in toto the text of his article in order to benefit from the perspective it affords; then one should reread it prepared to deflect the eyes to the 264 references in the footnotes.

The Microcard will ever be associated with Fremont Rider's The Scholar and the Future of the Research Library (Hadham Press, 1944). Issue number 19 of the Microcard Bulletin contains a selected bibliography of about 150 items published about Microcards from 1944 through 1958. Some of the items are annotated. The list was prepared by the sales and promotion manager of the Microcard Foundation.

The articles "Copying" and "Microphotography" in Willard Morgan's The Complete Photographer (National Educational Alliance, 1942-43) constitute the good encyclopedic review which is advisable before one digs into the more comprehensive works. The first article is mostly concerned with copying of items other than documents and hence will prove less useful to the librarian than the second, "Microphotography," which emphasizes library applications and shows how microphotography grew under the joint stimulus of scholarship and commercial needs. Technical matters are covered thoroughly in simple, readable terms; in spite of its age, the section devoted to comprehensive planning is still of great value to anyone considering a microphotography installation.

For historical reasons one should read the two early works by R. C. Binkley, his 1931 preliminary study, Methods of Reproducing Research Materials (Edwards Brothers) and the final version of 1936, the Manual on Methods of Reproducing Research Materials (Edwards Brothers). The later version is of special interest because of the many samples and specimens incorporated in the text.

F. R. Fraprie's and R. H. Morris' Copying Technique (American Photographic Publishing Co., 1940; reprinted 1946) is an older work still useful for the scholar who prefers to be his own document photographer, or for the small library which does not intend to enter upon any large scale document reproduction project. Written long before the widespread availability of copying devices, it provides much useful guidance for work under primitive conditions with various types of adapted cameras. For the enterprising individual who prefers not to pay \$300 to \$1000 for a microfilm reader, chapter seven includes instructions for assembling a homemade reader using a slide projector. The limited present value of this book will no doubt soon reach the vanishing point as simple copying devices become more readily available.

The homemade apparatus recommended by Fraprie and Morris gives way to the commercially available units described in the sixth and latest edition of the Kodak booklet, Copying (Eastman Kodak Company, 1958). The individual scholar or small library wishing to possess inexpensive optical photocopying equipment will find the materials and the techniques described here in simple language.

H. H. Fussler's Photographic Reproduction for Libraries (University of Chicago Press, 1942) is still unexcelled for its treatment of the administrative aspects of document reproduction. The present unsatisfactory administrative state of reproductions, especially microreproductions, indicates that there must still be many who have not fully appreciated this work. By updating some of its technical aspects with the aid of the latest comprehensive texts, the core of this book remains the librarian's most valuable policy-making aid.

In connection with the administrative problems generated by microfilm, D. F. Noll of the National Archives contributed in the American Archivist (11:238-245, July 1948; 11:316-324, October 1948; 12:36-41, January 1949) three detailed and informative articles under the heading "From the Microphotographer's Mail." The articles, written in 1948 and 1949, deal with administrative, legal, and technical questions addressed to Noll by archivists and librarians.

Contemporary with the work of Fussler and forming a good technical supplement to it is H. W. Greenwood's Document Photography (Focal Press, 1943). It must be stated first of all that this book is chiefly oriented towards business and government applications of document reproduction; consequently there is little emphasis on matters of interest to libraries. However, it is a well organized book, written in an easy-to-comprehend style, with good definitions and excellent illustrations. For the amateur worker, instructions are given for the use of hand cameras in copying. The concluding chapter on planning an installation is second in value only to the corresponding section in Fussler. There is no bibliography but the text is well documented.

The monumental F. I. D. Manual on Document Reproduction and Selection (in progress) which consisted of two loose leaf volumes just a short time ago has now grown to require four binders. The product of many hands, it tends to occasional unevenness, but this does not affect its enormous stature as a work of international scope and importance representing the culmination of several decades of cooperative enterprise by the F. I. D. and its predecessors. It contains very good explanations of some copying processes, notably contact and electrostatic methods. It is doubtful whether the editors of the Manual will ever be able to keep up-to-date the manufacturers' literature to be supplied for it. Most manufacturers have been slow to furnish data sheets and it is suggested that current information about equipment can best be obtained by regular reading of the technical journals mentioned later. As in Binkley's 1936 Manual, specimens are included to give the user the "feel" of the several processes; unfortunately too few manufacturers have furnished specimens.



The most recent comprehensive work is H. R. Verry's Document Copying and Reproduction Processes (Fountain Press, 1958). A very wide range of processes is surveyed, but without emphasis on library needs or usage. Explanations of some important processes are inadequate or not too clear. For example, Xerox Copyflo is simply described, but nothing is mentioned of the administrative problem arising from library or commercial use of this process. In spite of its unevenness and sketchiness, there are a number of useful features in the book. Four charts outline some twenty processes of document reproduction in respect to (1) method of making a master, (2) method of making copies, (3) output capacity, and (4) cost comparison (in Sterling units). In the back are found a very good glossary, illustrations of representative copying equipment, and a classified index of equipment suppliers, chiefly British. Excellent schematic diagrams accompany the text.

C. M. Lewis, the chief librarian of the New York Times, and William Offenhauser, Jr. have collaborated to write the first comprehensive book on microforms, Microrecording: Industrial and Library Applications (Interscience, 1956). More different kinds of information about microrecording are included here than in any other single source. Of particular value is chapter seven: "Copies and Copying, Processing, Enlargement." In addition to a fairly complete list of A.S.A. standards, many of the frequently mentioned but not so frequently at hand standards are reproduced in full. It is well to remember, however, that these standards are revised at intervals, and some of those reproduced in Lewis and Offenhauser are already superseded. The tables of equipment in this text have been largely outmoded by the National Microfilm Association's Guide to Microreproduction Equipment (see below); however, Lewis and Offenhauser is still the only readily available source for a tabulation of the equipment of certain foreign manufacturers. Caution is required in the use of the bibliographies which have not been carefully edited.

Microphotography: Photography at Extreme Resolution (Wiley, 1957) by G. W. W. Stevens is largely taken up with the manufacture of reticles; however it does contain a short, informative chapter on document microphotography. Some very important points about exposure and contrast are emphasized in this chapter which is, by the way, a good introduction to the whole of Lewis and Offenhauser.

The Journal of Documentary Reproduction (American Library Association, 1938-1942) occupies an honored place as the pioneer American publication in this field. In spite of its title, it is devoted almost exclusively to microphotography, and no wonder, since each issue appeared side by side with some new technical development in that field. For the history of document reproduction the Journal contains important bibliographies compiled by Arthur Berthold, Ralph Carruthers, and Eugene Tilleux.

Naturally the contemporary librarian will give first attention to Library Journal, College and Research Libraries and Library Resources and Technical Services--but he should not stop there. Magazines aimed at industrial and trade consumers may seem far afield, but since industry is in the forefront of the search for accurate, economical, and rapid copying methods, these journals can be consulted with much profit and certainly no loss. Among these is Photo Methods for Industry (New York, N. P. D. Corporation) popularly known as PMI. Each issue includes a section "Microreproduction" written by Vernon Tate, a section "Reproduction and Graphic Arts" by Herbert P. Paschel, and "FYI" (For Your Information) which carries the latest developments at press time. Current developments and research news are the strong points of PMI. Industrial Photography (New York, Photography in Business, Inc.) is similar to PMI. The April 1959 issue is specially devoted to microfilming, and a section of each number describes current applications of microrecording.

Photographic Trade News or PTN (New York, Photographic Trade News, Inc.) issued biweekly, is aimed primarily at the retail photographic trade. However, it keeps one posted about the latest patent news and research information. The Master Buying Guide issued annually as part of the subscription is well worth the three dollar annual cost. It will be found a complete listing of the supplies and equipment for the retail trade plus a directory of manufacturers and trade names. Of special interest to document reproduction are the following sections: 107.1-Copying attachments; 171.1-Copying equipment.

American Documentation (Washington, American Documentation Institute) in its early issues devoted much space to document reproduction, especially to microreproduction. Lately, however, this journal has turned more towards subjects of strictly documentation interest, such as information retrieval, coding, and mathematical linguistics. American Documentation has a British counterpart, the Journal of Documentation (London, Aslib) which continues unabatedly to devote some part of almost every issue to document reproduction. Even if there is not a full scale article, one may find in the "Documentation Survey" near the end of each issue summaries and abstracts of news or studies which have appeared elsewhere. Microcosm, the house organ of University Microfilms, is now one of the essential sources of information for news in the field and for micropublishing projects.

The Unesco Bulletin for Libraries is a rich current source of information on new processes, projects, and bibliographies. Classified bibliographies of current publication--especially those illustrating European activities--may be found in the following periodicals: (1) Bulletin of L'Union Francasise des Organismes de Documentation. Published bimonthly in Paris, it contains a special section, "Bulletin de Documentation Signaletique," which lists two

thousand items in each issue; there are numerous entries for various phases of document reproduction; (2) Dokumentation (Leipzig, VEB Verlag für Buch- und Bibliothekswesen); (3) Nachrichten für Dokumentation (Frankfurt am Main, Deutsche Gesellschaft für Dokumentation); (4) Revue de la Documentation (LaHaye, Federation Internationale de Documentation).

National Micro-News, the official organ of the National Microfilm Association, is indispensable for keeping informed of the latest developments in microreproduction. Issue number 38 contains a well prepared index to issues 1-30. Library needs regularly receive attention in National Micro-News.

The Proceedings of the National Microfilm Association will one day constitute a primary source for the study of document reproduction, but it is not necessary to wait until the distant future to consult them. Readable articles of interest to archivists and librarians will be found there, and as microfilming becomes more popular as the intermediate state to automatic enlargement, more and more information on that subject is bound to appear.

Reproduction Engineer (Detroit, Society of Reproduction Engineers) and The International Blue Printer (Chicago, International Association of Blue Print and Allied Industries) concentrate on the technology of large engineering drawings and do not appear thus far to have emphasized any library applications.

The March-April 1959 issue of the Courier de la Normalisation (Paris, L'Association Francaise de Normalisation), the French standards journal, is a special number devoted exclusively to microcopying, and especially to the microfiche which is well developed in France.

The Penrose Annual (London, Lund, Humphries), which is dedicated to the graphic arts, is a colorful, fascinating borderline item which contains an immense quantity of stimulating articles, research news, and advertisements bearing on document production and reproduction. It is particularly rich in specimens of new processes.

The immense task of bringing between two book covers the wide variety of office processes and apparatus has been ably accomplished by I. A. Herrmann in his Manual of Office Reproduction (Office Publications Co., 1956). Twenty-one processes are discussed in great detail, and the performance of each is outlined in a useful chart which lists the most suitable applications and the size of the runs available. Two other charts list reproduction and imprinting problems and the methods available for making reproduction masters. A wealth of illustration appears both in the text and in about eighty pages of advertising matter. However, the one omission of paramount importance to the librarian is cost; nowhere is the price of

machines, materials, or labor mentioned. This manual is the outgrowth of two earlier special sections by Herrmann in The Office Magazine (New York, Office Publications Co.) which suggests that the latter would be a useful source of current information about office copying methods.

Slated for publication sometime in 1960 by Offset Duplicator Review, Inc., is the ODR Reproductions Reference Guide. An advance copy of the table of contents indicates that this book will offer a very comprehensive treatment of office copying methods. In addition to the type of material discussed in Herrmann's Manual, coverage includes photocomposing devices and paper and ink selection. The publishers anticipate that the Guide will be revised annually. The parent publication, ODR Reproductions Review (formerly Offset Duplicator Review), covers engineering reproductions, office duplicating, and photographic reproductions for private and commercial plants. Its "News Briefs" section ranges over a wide area of events in printing and copying and provides much advance information on conventions, exhibits, and demonstrations of new equipment.

However, office copying methods are not yet the final answer for each library need. Hence, we must be grateful to W. R. Hawken, Peter Scott, and J. G. Gantt for their estimable critical study, Library Uses of Rapid Copiers (Berkeley, University of California Library Photographic Service, 1958), presented at the 1958 A. L. A. Conference during a meeting of the Copying Methods Section of the Resources and Technical Services Division. No librarian should consider the purchase of any rapid copy equipment before reading these papers which are well written and non-technical.

Great interest and excitement has been generated by the recent possibilities of the Xerox Copyflo continuous electrostatic enlarger to provide replacements for bad paper or out-of-print books and to publish editions of one copy. Hawken has shown both the pitfalls and the advantages of Xerox Copyflo in his article "Developments in Xerography: Copyflo, Electrostatic Prints, and O-P Books" (College and Research Libraries, 20:111-117, March 1959).

The best general equipment guide for the document reproduction specialist is the Industrial Photographic Catalog issued each year and supplied without charge by local distributors under their own imprint. Designed primarily for business, industry, and the professions, it has greater value for libraries than the PTN Master Buying Guide. Data on lenses, lighting, sensitized materials, and other subjects are consolidated in charts which are revised for each new edition. Thousands of photographic items are listed and described in detail; with few exceptions, full price information is given.

The Guide to Microreproduction Equipment (National Microfilm Association, 1959) issued with the assistance of the Council on Library Resources and compiled by Ballou is the largest such collection of technical data ever published. Nearly every type of equipment is represented. Prices as well as illustrations are included. The Guide is being kept up-to-date with supplementary data incorporated in current issues of National Micro-News.

Advertising literature is a good source of information about document reproduction, but it requires regular weeding to keep under control. Much can also be learned from the manufacturer's instructional literature to his equipment. The Kodak Booklet, Microfilming with Kodagraph Micro-File Equipment and Materials (Eastman Kodak Company, 1952), is an example of just such a high quality manual. With it as his guide the photographic technician should be able to perform superior microfilming. All steps of filming and processing are explained with great care and in easy to understand language. This booklet, published in 1952, is now out of print; a new edition is in preparation.

Cosby Brinkley has compiled an up-to-date Directory of Institutional Photoduplication Services in the United States (University of Chicago, 1959). A detailed enumeration is given of the exact types of available reproduction services. For international services, consult F.I.D. publication 278, Directory of Photocopying and Microcopying Services, the second edition of which was published in 1955. Both directories include rates.

Sources of information about existing photocopies are fully discussed in McCrum and Born. One need only add R. W. Hale's forthcoming Guide to Photocopied Historical Materials.

The American "Gentlemen's Agreement" and the British Royal Society Declaration of Fair Dealing are each reproduced in full in the F.I.D. Directory. The former also appears in the Journal of Documentary Reproduction, (2:31-33, March 1939). Outstanding among the current literature is L. C. Smith's "The Copying of Literary Property in Library Collections" which appeared in the Law Library Journal (46:197-206, August 1953 and 47:204-208, August 1954). By the same author is a summary of the doctrine of "fair use" in the American Library Annual (1956-57: 119-120; repeated 1955-56:105-106).

Lest one be misled, the recent book Photography and the Law (American Photographic Book Publishing Co., 1958) by George Chernoff and Hershel Sarbin pertains exclusively to commercial photography; there are no references to document reproduction.

The U. S. Copyright Office has just issued Photoduplication of Copyrighted Material by Libraries (General Revision of the Copyright Law,

Study no. 19, September 1959). Unfortunately it was not available for review here at the time of writing.

In spite of the complexity of the standards for document copying, the librarian should be aware of their existence and have the pertinent ones on hand. Of preeminent importance to the English speaking world are the A. S. A. standards and the British standards; a complete list of American standards may be obtained from the American Standards Association, 70 East 45th Street, New York 17, New York; the Association is also the selling agent for the British standards.

Of the A. S. A. standards, the PH5 series, which is specially devoted to photographic reproduction of documents, treats of paper, film, processing, reels, film storage, and microfilm readers. Among the other standards, of particular significance to libraries and archives are PH4.8-1958, "Method for Determining the Thiosulfate Content of Processed Black-and-White Photographic Film and Plates," Z38.8.25-1950, "Method for Determining Residual Thiosulfate and Tetrathionate in Processed Photographic Papers," and PH1.28-1957, "Specifications for Photographic Films for Permanent Records." The first two prescribe tests for establishing whether photographic copies are of archival permanence.

Related to standards are two important pamphlets for users of film: (1) Kodak pamphlet F-11, "Storage of microfilm, sheet films, and prints" (Eastman Kodak Company, 1955) and (2) B. W. Scribner's Summary Report of Research at the National Bureau of Standards on the Stability and Preservation of Records on Photographic Film. The latter was issued in 1939 as National Bureau of Standards Miscellaneous Publication M162.

The ALA Guide to Microfilming Practices issued in 1954 sets the standards for the bibliographic treatment of documents reproduced by microfilm. Some of the terminology in this A. L. A. standard has been changed in American Standard PH5.3-1958. Another useful bibliographic guide is Carruthers' article, "Titling of Microfilm Editions" in American Documentation, 1:190-193, Fall 1950).

The literature of document reproduction is widely scattered because of the vast number and variety of organizations to which it is essential. Since there is no one best place to find current data on copying methods, it is extremely difficult to keep up-to-date in this field. To answer this important need, a comprehensive, classified subject bibliography or abstracting service, preferably cumulative in form, needs to be established on some regular basis.

Tremendous variations exist in originals, equipment, processes, and administrative procedures. Concerning the originals, little can be done by the copying specialist, but in regard to the latter items standardization must soon be introduced--otherwise there will be administrative and bibliographic chaos, and at worst, loss of originals and the copies. These standards for document copying in libraries need to be formulated by both librarians and photographic experts. The problem of standards is in fact simply a part of the entire administrative responsibility. What is therefore required is what none of the above literature constitutes: a comprehensive library manual on the administration of document reproduction programs. This manual would cover every aspect of the library's relationship to copies of documents: production, acquisition, storage and maintenance, cataloging, public services, legal status, and bibliographic reporting.

Photographic document copying actually predates pictorial photography, but its technology is just beginning to make giant strides. The librarian who seeks to provide improved library services to scholarship cannot afford to be lax in meeting the challenge of new methodologies.

### The Literature of Interlibrary Cooperation in Technical Services

by Margaret D. Uridge

Head, Interlibrary Borrowing Service  
University of California Library

As Ralph T. Esterquest (former chairman of the Resources and Technical Services Division Interlibrary Cooperation Committee) has said, "The literature on library cooperation is voluminous." Most of it is in periodical articles, variously listed in Library Literature under such headings as: Acquisition, Cooperative (for instance, under that, Farmington Plan); Cataloging, Cooperative; Catalogs-Union; Cooperation; Exchange of Books, Periodicals, etc.; Intellectual Cooperation; Libraries-Regional; as well as country and state subdivisions under Libraries. To again quote Esterquest, "These periodical articles are an odd mixture of pious generalizations, detailed reports on specific projects and ambitious plans or proposals." Furthermore, the term "interlibrary cooperation" is variously interpreted so that one often has to actually examine the articles listed to see whether or not they are concerned with interlibrary cooperation as a whole or with only a single, particular aspect. For, to some writers,

interlibrary cooperation means only one area and may be interpreted to relate exclusively to interlibrary loans; to service agreements between adjoining political jurisdiction libraries; or maybe to regional libraries crossing city, county, or state lines. The term is, of course, a broad one, and, related to technical aspects alone, may cover or include a wide variety of topics, as: union catalogs, storage libraries, cooperative acquisitions, exchanges, centralized cataloging, union lists, cooperatively developed library codes. Furthermore, these individual topics may be limited to cooperation within a single library system or may go up through larger and larger cooperative groups to cover international cooperation, as in the development of an international cataloging code.

There is no up-to-date inclusive book on interlibrary cooperation either for this country or Great Britain. The Library Association in London published two before World War II that should be noted: Luxmoore Newcombe's Library Co-operation in the British Isles (London, Allen and Unwin, 1937) and J.H.P. Pafford's Library Co-operation in Europe (London, Library Association, 1935). Both of these need supplements on developments of the last twenty years. To fill the gap, periodical articles and reports published by the individual cooperative programs must be searched out, such as the reports of the National Central Library, or irregular ones, as that of J.F.W. Bryon, Library Cooperation in the Northwest, a Report (Manchester, England, 1956).

For books on interlibrary cooperation in the United States, one goes back, even further, to two books by E. C. Richardson: General Library Co-operation and American Research Books (Yardley, Pa., F.S. Cook & Son, 1930) and Some Aspects of International Library Co-operation (F.S. Cook & Son, 1928). In 1941, H. A. Kellar's Memoranda on Library Cooperation was issued in mimeographed form by the Library of Congress Experimental Division on Library Cooperation, and became one of the forerunners of the Farmington Plan. But for actual printed coverage of the multitude of interlibrary cooperative projects since 1930 (and there have been many!) one still must check reports on specific projects or types of projects, sections of books on more general topics, or periodical articles.

As mentioned by others in this survey, M. F. Tauber's Technical Services in Libraries (Columbia University Press, 1954) is a very welcome and important book on the whole subject of library techniques. Even though aimed primarily for use by students, it gives a valuable coverage to all aspects and includes interlibrary cooperation. For instance, chapter seven is titled "Duplicates and exchanges," and throughout the other chapters are the following references: cooperative acquisition programs, pp. 25-30; cooperative and centralized cataloging, pp. 123-126; union catalogs, biblio-



graphic centers, interlibrary centers and storage libraries, pp. 126-130; cooperative classification and centralized technical services, pp. 267-268; cooperative programs of microfilming, pp. 394-395, 400-402. His bibliographical notes to these topics represent a good selection for further investigation and also show, by their variety of sources, the lack of an up-to-date reference book on interlibrary cooperation.

Another fairly recent bibliographical review of cooperation between libraries is the chapter titled "A Bibliography of the Farmington Plan" in E. E. Williams' Farmington Plan Handbook (Association of Research Libraries, 1953, pp. 55-60). The eighty-nine citations cover not only articles restricted to the Farmington Plan itself, but include some proposing other cooperative acquisition and cataloging projects. The Farmington Plan itself is not only a plan for cooperative acquisition, but includes in it the requirement that all participating libraries catalog the materials received through the plan, and send catalog cards to the Library of Congress for inclusion in the National Union Catalog, thus requiring, in effect, that cooperative catalog cards be made available.

A ten-year survey of the Farmington Plan and its functioning has recently been issued. Directed by Robert Vosper and Robert Talmadge, the report is titled: Farmington Plan Survey ... Final Report, and was presented at the Midwinter Annual Meeting of the Association of Research Libraries on January 26, 1959. Included in the mimeographed report are papers proposing extension of the Plan into additional geographical areas of collection. Several of these were prepared by other committees, such as the Committee on the Near and Middle East of the Social Science Research Council. They represent another form of interlibrary cooperation, joint committees of library associations and learned societies, which may result in cooperative acquisition plans. One example of interdiscipline cooperation of librarians with scholars is shown in the published reports of the three Seminars on the Acquisition of Latin American Library Materials, held in 1956, 1957, and 1958. These reports contain some valuable papers on library acquisitions, indexing, resources, and cooperative microfilming projects.

There is not space here to list in detail reports or surveys of all the areas of interlibrary cooperation in technical processes. However, a few important ones are noted below. Besides these there are certain library journals that are important in this area, e. g., Library Trends, not only in the January 1958 issue titled: "Building Library Resources through Cooperation," but also in others such as Volume 3, no. 4, "Current Acquisition Trends in American Libraries," April 1955; Volume 2, no. 2, "Current Trends in Cataloging and Classification," and no. 4, "Availability of Library Research Materials," October 1953 and April 1954. The Library Quarterly and College and Research Libraries should be checked, as well as Library Resources and Technical Services.

Even though union catalogs are usually conceived for their value in location of resources, they do represent one form of cooperative cataloging. The one basic book in this area is R. B. Downs, ed., Union Catalogs in the United States (American Library Association, 1942). This can be augmented by consulting the annual reports and newsletters of the various bibliographic centers, such as the Philadelphia Bibliographical Center, etc. There is needed, however, a supplement to Downs' book, telling about the progress of the smaller cooperative centers and union catalogs, such as that in Cleveland and the one at Emory University Library, as well as to the causes of the closing of some, such as the one at Richmond, Virginia.

It is only one step on from union catalogs and bibliographic centers to the development of cooperative storage libraries. There is no one book on them, but periodical articles by Downs, K. D. Metcalf, Flora B. Ludington, and Esterquest have covered various aspects, and their annual reports, such as that of the Hampshire Inter-Library Center and the Midwest Inter-Library Center, as well as the latter's Newsletter, show their current projects and problems.

Library exchanges, which go back to the seventeenth century historically, have no one title covering them, but several are of importance. An historical review is given by Williams and Ruth V. Noble in the Conference on International Cultural, Educational and Scientific Exchanges, Princeton University, Nov. 25/26, 1946; Preliminary Memoranda (American Library Association, 1947), while a procedural study is found in L. J. Kipp's International Exchange of Publications; a Report of Programs (Wakefield, Mass., Murray Printing Co., 1950). Several library school theses have been written on the topic, from one of which Tauber quotes in his book. It is A. H. Lane's "Exchange Work in College and University Libraries" (Unpublished M.S. Essay, Columbia University School of Library Service, 1950).

The Library Services Act has brought new interest and developments in cooperative and centralized processing programs. Summaries of these may be found in the reports from the various states on the plans and use of federal funds. One center has recently issued a more detailed report which is of great interest to all concerned with these programs. It is Cooperative Centralized Processing; a Report of the Establishment and First Year of Operation of the Southwest Missouri Library Service, Inc., by Brigitte L. Kenney (American Library Association, 1959). There is an obvious need for a cooperative report concerning all the central processing centers. The Regional Processing Committee of the Resources and Technical Services Division, under the chairmanship of W. H. Lowry, is accumulating information for one. In it the Committee hopes to give also a manual of procedures that will help to standardize routines. A similar manual for centralized processing for school libraries is being planned by the Division's School Library Technical Services Committee under the chairmanship of Mary Louise

Mann. The latter Committee is now collecting a bibliography on the subject, including library school theses such as the 1950 University of Chicago M. A. thesis by Catherine Nicholson, "A Proposal for Centralized Processing for School Libraries in the Chicago Area."

Library school theses have not been considered generally in this report, because of their comparative unavailability. However, there is another one that is so pertinent that it should be listed. That is J. M. Dawson's Acquisitions and Cataloging of Research Libraries; a Study Relating to the Possibilities of Centralized Processing (Unpublished Ph.D. Thesis, University of Chicago Graduate Library School, 1956; appeared also in Library Quarterly, 27:1-22, January 1957).

At the San Francisco American Library Association Convention in 1958 the R. T. S. D. Interlibrary Cooperation Committee sponsored a meeting at which Ralph Ellsworth emphasized a point often over-looked--that we have had centralized cataloging, and also cooperative cataloging, for nearly fifty years in the publication and sale of Library of Congress cards. The Library of Congress Descriptive Cataloging Division's Cooperative Cataloging Manual (Government Printing Office, 1944) gives the history of this development as well as an outline of procedure for the cooperating libraries that supply copy for printed L. C. cards. The Library of Congress has been one of the strongest backers, and frequent sponsor, of most of the major interlibrary cooperative projects in this country. They have given office space to various ones at different times, including the United States Book Exchange and the Dewey Decimal Classification Committee, to name only two. They publish monthly, with annual cumulations, two important cooperative bibliographies: the National Union Catalog and New Serials Titles. Their Serial Publications of the Soviet Union and Newspapers on Microfilm show holdings of other libraries as well as L. C. They have developed the National Union Catalog, with its over fifteen million card entries, into the largest cooperative union catalog in the country, showing the holdings of over seven hundred libraries. Currently L. C. is sponsoring cooperatively the "Cataloging at Source," and experiment and investigations into the publication of a third edition of the Union List of Serials. Reports on the many cooperative projects in which L. C. is interested may be found in its weekly Information Bulletin and their Annual Reports, as well as in other library journals.

There are many committees of different library associations interested in cooperative projects, some of which pertain to technical services. Some of their work reaches publication only in articles in periodicals or is included in reports of the parent associations. The R. T. S. D. Interlibrary Cooperation Committee, however, is publishing a column in the A. L. A. Bulletin entitled "Progress in Interlibrary Cooperation" in which it reports on cooperative projects not reported elsewhere or reported in obscure or out-of-the-way publications. Perhaps eventually this column will grow sufficiently to warrant its republication in a monographic accumulation of the information gathered through the years.

## The Literature of Library Resources

by William Vernon Jackson

Associate Professor, University of Illinois  
Graduate School of Library Science

Although the ramifications of the field of resources are very wide and touch many aspects of librarianship, the present article limits its consideration to resources for advanced study and research and hence does not include the materials found in general cultural and informational collections. It focuses attention on such aspects of this topic as history of resources, general discussions, bibliographical sources and current studies, and on such special phases as guides to resources and special collections, the technique of the resources survey, methods of developing collections, and spatial and financial implications of resources. Since another section of the present survey discusses interlibrary cooperation, there is no consideration given here to cooperative acquisition and storage projects, although they are frequently considered a part of the field of resources.

Of histories of the development of library resources in the United States there is none of a comprehensive nature. However, several shorter accounts, such as W. W. Bishop's "Resources of American Libraries" (Library Quarterly, 8:445-479, October 1938) and Robert Vosper's "Resources of University Libraries" (Library Trends, 1:58-72, July 1952), give useful historical background. Recently V. W. Clapp presented concisely the achievements of American librarianship in providing physical and bibliographic access to its resources, using World War II as a demarcation point ("Library Resources--The Professional Responsibility," Library Resources and Technical Services, 3:3-11, Winter 1959). The chapter on "The Nature and Extent of the Collections" in K. J. Brough's Scholar's Workshop (University of Illinois Press, 1953) provides another useful overview in terms of four institutions, Harvard, Yale, Columbia, and Chicago.

The reader might consult another type of publication, the histories of individual libraries, which frequently contain chapters on the development of collections. Harry Bach's "Bibliographical Essay on the History of Scholarly Libraries in the United States, 1800 to the Present" (University of Illinois Library School Occasional Papers, no. 54, January 1959) furnishes a convenient list of 134 such writings, which might be scanned for useful information. A problem in using such publications stems from the fact that they deal with a variety of topics and the discussions of resources may be scattered through various chapters of a chronological account. Although Bach finds that only thirty-two of the seventy-four scholarly libraries he

tabulates have received attention, he concludes (p. 9) that "The history of the scholarly library as an entity . . . has been followed rather closely since 1876."

It is clear, then, that the publications mentioned fail to offer, even when taken together, either a very comprehensive or a very detailed picture of the development of American library resources. The profession needs such a publication, which not only would chronicle the growth and changes that have taken place, especially in the last century, but would also provide insight into the present situation.

In order to obtain a picture of the present state of American library resources, one might start with the previously cited articles by Bishop, Clapp, and Vosper and then read two additional ones. W. H. Carlson's "Mobilization of Existing Library Resources" (Library Trends, 6:272-295, January 1958) discusses the situation with a national perspective, while R. C. Swank's "Too Much and Too Little; Observations on the Current Status of University Library Resources" (Library Resources and Technical Services, 3:20-31, Winter 1959) recapitulates the stages through which library holdings have passed. He concludes that the university library must become more selective and that this step requires the analysis of resources by fields to provide the bases for increasing selectivity (assuming the existence of a different organism that would assume responsibility for items not selected). The current state of library resources presented graphically in sixty tables and charts will be found in W. V. Jackson's Handbook of American Library Resources (Champaign, Ill., Distributed by the Illini Union Bookstore, 1955). Although compiled primarily to facilitate the work of students in the resources course at the Graduate School of Library Science, University of Illinois, it may be useful to others, because it brings together data scattered through the literature of librarianship as well as that of other fields. Two other statistical sources might also be mentioned. One is the chapter entitled "Libraries for Higher Education, Reference, and Research" in L. R. Wilson's Geography of Reading (American Library Association and University of Chicago Press, 1938, pp. 117-155). R. B. Downs has brought the figures for library centers and states up-to-date in his "Distribution of American Library Resources" (College and Research Libraries, 18:183-189+, May 1957).

The same author has done the best presentation of where the research in this field has led, as well as of the needs for the future ("Research in Problems of Resources," Library Trends, 6:147-159, October 1957). Jackson's Studies in Library Resources (Champaign, Ill., Distributed by the Illini Union Bookstore, 1958) contains six articles that may serve the student or practitioner looking for examples of some of the different techniques used in studying resources. They include a review article, a brief guide set within an historical framework, an analysis of statistical data, and presentations using sampling and description.

The bibliographical coverage of the field--at least in terms of guides and surveys--is excellent, thanks to Downs's American Library Resources; a Bibliographical Guide (American Library Association, 1951), which lists approximately six thousand library catalogs, union lists of books and serials, descriptions of special collections, calendars of archives and manuscripts and surveys of resources. Since it appeared in 1951, it is not too early to think about a supplement to cover publications issued since its closing date. There would, of course, be many advantages to planning a series of supplements to appear at regular intervals, which might eventually be combined to produce a second edition. Part II of Jackson's previously mentioned Handbook contains a selected bibliography of 316 items, classified under the following eight headings (of which only the third and sixth duplicate items in Downs): General; Spatial and Financial Aspects of Library Resources; Description and Evaluation of Library Resources; Cooperative Agreements for Library Development; Union Catalogs and Bibliographical Centers; Examples of Union Lists; Developing Special Collections and Types of Material; Photographic Reproduction.

Those dealing with library resources soon discover that, in spite of the discussion of and interest in this area of librarianship, the term 'library resources' appears as a heading neither in Library Literature nor in the latest edition of the Library of Congress Subject Headings. The Wilson publication comes closest to the concept in the heading 'Research Materials,' while the Library of Congress has cataloged the various guides and surveys of resources with such general subject headings as 'Libraries--U. S.' or 'Libraries--Special Collections.'

Although no journal in the field concerns itself exclusively with library resources, articles appear with some regularity in College and Research Libraries and Library Resources and Technical Services. However, the serial publications of major research libraries (e. g., Bulletin of the New York Public Library, Harvard Library Bulletin, Yale University Library Gazette, Library of Congress Quarterly Journal of Current Acquisitions, and The Princeton University Library Chronicle) contain numerous articles, check lists, bibliographies and news notes that will be of interest to the person working in this area. Annual reports of these institutions, especially the section on acquisitions, constitute another source of information, while the journals of other fields occasionally publish studies on resources.

The literature of this area of librarianship takes its most typical form in the guide to resources, especially special collections. Although such publications appeared as early as 1892, they seem to have flourished particularly during the 1930's and 1940's, when the A. L. A. Board (now Committee) on Resources did much to encourage their compilation. It was hoped that continuance of this movement would eventually lead to a series of

guides to all major research collections in the country, but unfortunately this has not yet taken place. Indeed it may be that with the increased acquisitions of the postwar years we now have a lesser proportion of resources described in published guides and surveys than we had ten or fifteen years ago. Nevertheless, no one can doubt that the increased number of all types of guides produced in the past generation has greatly increased the 'bibliographic access' to resources of which Clapp speaks. At the same time, it is only fair to recognize that most major libraries either lack a guide or have one so old as to have lost a considerable part of its usefulness. In view of this fact, one wonders why a general guide containing a series of sketches describing briefly the major holdings of the forty or fifty most important research libraries might not serve as a good introduction to special collections and areas of subject strength. The parallel with the A. J. K. Esdaile volume, National Libraries of the World (2d ed., rev., London, Library Association, 1957), immediately comes to mind.

An examination of this type of literature immediately suggests several divisions. Guides exist that describe collections on the national, regional, state, and local levels. In addition, there are surveys of individual libraries, of subject areas, and of types of materials. The survey has appeared in the form of books, pamphlets, and periodical articles, and the titles mentioned below show the range and diversity of such publications.

A complete national guide to our research resources does not exist. Downs has proposed the preparation of a new work on special collections and areas of concentration in American libraries which would include all regions of the country and all types of libraries containing research materials of national significance. Until the publication of such a book, we must depend on his article "Leading American Library Collections" (Library Quarterly, 12:457-473, July 1942), which is primarily a tabulation of libraries with strong collections in about seventy-five subject areas, although it includes some mention of specialties. Study of this compilation remains the best single way to obtain a broad prospective on the subject strengths of American research libraries. About a year ago Subject Collections by L. M. Ash (Bowker, 1958) appeared. Since it includes all sizes and types of libraries, it certainly contains collections of but slight national importance, and it is to be regretted that this directory did not confine itself to major research libraries. Like the Downs article it is enumerative rather than descriptive. An attempt to provide a descriptive survey of significant current acquisitions of American libraries resulted in a series of articles, "Notable Materials Added to American Libraries" for the years 1938-39 through 1948-49; six reports, covering from one to five years each, were published in eight parts (Library Quarterly, 10:157-191, April 1940; 11:257-301, July 1941; 12:175-220, April 1942; 14:132-158, April 1944; 19:105-118, 186-200, April-July 1949; 21:183-197, 267-284, July-October 1951). Data for the five

years following the last published report (i. e. , 1950 through 1954) have been assembled and are in process of preparation.

Downs's Resources of Southern Libraries (American Library Association, 1938) constituted the first attempt "to study all classes of library research materials distributed over a large region." A similar investigation by John Van Male produced a volume for another area, Resources of Pacific Northwest Libraries (Seattle, Pacific Northwest Library Association, 1943), and there has been some thought of compiling one for Midwestern libraries, but holdings of other regions remain undescribed. The only recent publication of this type deals with the resources of six institutions in two states--R. B. Harwell's Research Resources in the Georgia-Florida Libraries of SIRF (Atlanta, Pub. for the Southeastern Interlibrary Research Facility by the Southern Regional Education Board, 1955).

No thorough guide to the resources of the research libraries of a single state exists, while New York and Washington have fared best among cities. For the former there is the Downs volume, Resources of New York City Libraries (American Library Association, 1942), its chief drawback being that it was published seventeen years ago. Library and Reference Facilities in the Area of the District of Columbia, prepared by the Loan Division of the Library of Congress, has been periodically revised, most recently in 1955 (5th ed., Library of Congress). It cannot be considered a full guide, however, because the descriptions of resources rarely cover more than a single paragraph for each of the 249 libraries included. The various chapters of the Special Libraries Association have compiled directories of special libraries for such cities as Baltimore, Boston, Chicago, and Philadelphia, but they present only limited data on resources.

Turning to the guides to individual libraries, one finds the same situation: only a few of them have had their resources adequately pictured in a volume designed for that purpose. One such compilation, Karl Brown's Guide to the Reference Collections of the New York Public Library (New York Public Library, 1941), might well stand as a model in this field. A. C. Potter's Library of Harvard University (4th ed., Harvard University Press, 1934) emphasizes special collections and presents brief discussions of them, while the University of Chicago survey volume (M. L. Raney, The University Libraries, University of Chicago Press, 1933) embodies the result of critical examination and checking of some four hundred bibliographies with special attention paid to periodical literature. The University of North Carolina's Guide to Special Collections, Indexes, and Catalogs (University of North Carolina Library, 1957) furnishes an interesting example of a different publishing technique. It was issued in loose-leaf, mimeograph form, so that it could receive additions and revisions. The descriptions include information about the circumstances of acquisition; the scope,



depth and quality of the collection; status and relationship to other special collections; location in the library or on campus; and availability. The index at the end has been reproduced on catalog cards, each of which indicates the availability of the Guide at the Library's service desks; these cards have been filed in the Library's general card catalog.

Available books and articles on individual subjects cover a great many disciplines--e.g., Russian collections, theatrical arts, law, Hispanic civilization. One type of publication deserves special mention: that which describes a collection dealing with an area, such as G. R. Nunn's and T.-H. Tsien's "Far Eastern Resources in American Libraries" (Library Quarterly, 29:27-42, January 1959). Most of the surveys of types of materials deal with manuscript holdings, although there are publications that cover maps, archives, microfilm, prints, and photographs. The bibliography in Jackson's Handbook, items 85-133, lists representative publications covering subjects and types of material.

In looking over the entire field of guides to resources and special collections, one notes two conditions: the incompleteness of coverage from any point of view and the variety of form and presentation encompassed by the publications that do not exist. This area is, then, one that offers many possibilities for future publications of all types, ranging from broad national surveys to those that cover a single institution or subject.

There are few publications that discuss the methodology of the resources survey. In his "Technique of the Library Resources Survey" (Special Libraries, 32:113-115+, April 1941) Downs writes of the usefulness, procedures, form, and arrangement of the survey and raises the questions of scope and objectivity. Another contribution by the same author, Guide for the Description and Evaluation of Research Materials (American Library Association, 1939) provides convenient check lists of what the surveyor should consider in rating each subject area. Although the passing of twenty years makes some revision desirable, this pamphlet still stands as an instrument useful to any institution wishing to evaluate its library holdings through a self-survey. A recent article, "Evaluation of the University Library Collection" by Bach (Library Resources and Technical Services, 2:24-29, Winter 1958) stresses the possibility of using sampling techniques in assessing library holdings. The general surveys made of major libraries--e.g., Wilson, Downs, and M. F. Tauber, Report of a Survey of the Libraries of Cornell University (Cornell University Press, 1948) and Wilson and R. C. Swank, Report of a Survey of the Library of Stanford University (American Library Association, 1947)--usually explain the methodology used in appraising the collections of the institution being surveyed.

Surveys of collections are often made to ascertain what the present status is and thus furnish a basis for planning future growth and development, but surprisingly the ways of building special collections have received scant attention in the literature. One who wants a good general account might turn to Downs's lecture at the University of Tennessee, "The Development of Research Collections in University Libraries" (University of Tennessee Library Lectures, Nos. 4-6:1-15, 1954), which describes the major types of research materials and comments on possible ways to develop research collections. He explores in somewhat greater detail the field of manuscripts in another article, "Collecting Manuscripts: By Libraries" (Library Trends, 5:337-343, January 1957). Good, if somewhat dated, discussions also appear in several of the papers of the 1940 Library Institute of the University of Chicago Graduate Library School, The Acquisition and Cataloging of Books (University of Chicago Press, 1940). Here, then, is still another area where we need more information. How have libraries built up--often over a long period of years--their strengths in particular subject fields? A collection of case histories of the development of such special collections as those relating to Milton at the University of Illinois, the economic aspects of aviation and air transport at the Harvard Business School, and war, revolution, and peace at the Hoover Institute, not only make fascinating reading but would also illustrate successful utilization of certain practices and procedures.

Incompleteness would mark any discussion of library resources if it did not give some attention to their spatial and financial implications. Fremont Rider first pointed out the alarming growth rates of research libraries in The Scholar and the Future of the Research Library (Hadham Press, 1944). Before retiring from the directorship of the Harvard Library, K. D. Metcalf wrote a series of three articles in which he analyzed the problem on a general theoretical level ("Spatial Growth in University Libraries," Harvard Library Bulletin, 1:133-154, Spring 1947), discussed the problem as it applies to Harvard ("Spatial Growth in the Harvard Library, 1638-1947," Harvard Library Bulletin, 2:98-115, Winter 1948), and finally considered possible future developments ("Spatial Growth in University Libraries: The Future," Harvard Library Bulletin, 2:164-178, Spring 1948). The papers given at the Monticello Conference of the Association of Research Libraries (1954) appeared in print under the editorship of E. E. Williams and with the title Problems and Prospects of the Research Library (Scarecrow Press, 1955). This volume brings together in convenient form the thinking in this area in the early 1950's. Topics range from consideration of acquisition and cataloging to cooperation among and financing of research libraries--all intimately interwoven with the problems of resources.

Numbers in this series are issued irregularly and no more often than monthly. Single copies of any issue are available free upon request; appropriate institutions wishing to receive a copy of all issues still in print should so indicate in writing. The Occasional Papers will deal with some phase of librarianship, and will consist of manuscripts which are too long or too detailed for publication in a library periodical, or are of specialized or temporary interest. The submission of manuscripts for inclusion in this series is invited. Material from these papers may be reprinted or digested without prior consent, but it is requested that a copy of the reprint or digest be sent the editor. All communications should be addressed to Editor, Occasional Papers, University of Illinois Graduate School of Library Science, Urbana, Illinois.

#### PUBLICATIONS BOARD

Harold Lancour, Chairman and Editor  
Janet Phillips, Editorial Assistant

Robert B. Downs  
Thelma Eaton  
William V. Jackson

Frances B. Jenkins  
Arnold H. Trotter  
Lucien W. White